



Moore County Board of Commissioners

June 5, 2025 | 10:00 AM
Historic Courthouse
1 Courthouse Square
Carthage, NC 28327

MINUTES

BOARD OF COMMISSIONERS PRESENT

Chairman Kurt Cook, Vice Chairman Nick Picerno, Jim Von Canon, Tom Adams, and John Ritter (arrived at 10:12 am)

CALL TO ORDER

Chairman Cook called the meeting to order.

INVOCATION

County Manager Wayne Vest offered the invocation.

PLEDGE OF ALLEGIANCE

Chairman Cook led the Pledge of Allegiance.

1. ITEMS OF BUSINESS

- A. Administration - Adopt the FY 2025-2026 Moore County Budget Ordinance
County Manager Wayne Vest reviewed highlights of the FY26 recommended budget. General Statute 159-12(b) requires local governments in North Carolina to hold a public hearing on the FY 2025-2026 recommended budget. The County Manager presented the FY 2025-2026 recommended budget on Tuesday, May 20, 2025, and the Public Hearing was held on Tuesday, June 3, 2025. Article 3 of Chapter 159 of the North Carolina General Statutes requires local governments in North Carolina to adopt an ordinance establishing an annual budget. The monetary change in the recommended budget from May 20, 2025, is a change to Fund 216 (Fire Districts Debt Fund). The budget is increasing from \$900,536 to \$939,776, an increase of \$39,240, to incorporate the Eagle Springs loan payment for their new building. **Upon motion made by Vice Chairman Picerno, seconded by Commissioner Von Canon, after Vice Chairman, Commissioner Von Canon, and Chairman Cook offering comments, the Board voted 4-0 to adopt the Fiscal Year 2025-2026 County of Moore Budget Ordinance, including the Fire Protection Service Districts and all fee schedules, effective July 1, 2025.** The County Budget Ordinance, Fee Schedules, and the Rural Fire Protection Service Tax Fund 215 and Fund 216 are hereby incorporated as a part of these minutes by attachment as Appendices A, B, and C, respectively.

B. Administration - Amendment to Board of Commissioners Travel Expense or Reimbursement Policy and Procedure

County Manager Vest presented a request for the Board to approve the amended Board of Commissioners Travel Expense or Reimbursement Policy and Procedure. The Board of Commissioners Travel Expense or Reimbursement Policy and Procedure was adopted by the Board on November 15, 2011. It has been recommended that the Board's biweekly travel allowance for in-county travel be eliminated, and that commissioners submit for travel reimbursement, including mileage in accordance with IRS regulations, at their request and consistent with the policy for both in-county and out-of-county travel. The policy has been amended to eliminate the section addressing the biweekly travel allowance and to apply the travel reimbursement procedure to both in-county and out-of-county travel. **Upon motion made by Vice Chairman Picerno, seconded by Commissioner Von Canon, the Board voted 4-0 to approve the amended Board of Commissioners Travel Expense or Reimbursement Policy and Procedures as presented, effective upon adoption, and is hereby made a part of these minutes by attachment as Appendix D.**

C. Administration - Sandhills Community College (SCC) Amended Funding Formula

County Manager Vest presented a request for the Board to approve the modifications to the amended resolution for Sandhills Community College Annual Funding Formula effective July 1, 2025, and authorize the chairman to sign. The last amended resolution for the Annual Funding Formula for Sandhills Community College was approved by the Moore County Board of Commissioners on June 18, 2019, and effective July 1, 2019. Prior to this date, the previous SCC funding formula resolutions were approved on June 17, 2017, and October 4, 2016. The County Manager would like to recommend the Board of Commissioners to approve the following modifications to the resolution:

- Part 1 of the Funding Formula shall be modified to include the calculation of current expense be changed from 5.33% of budgeted property and sales tax (excluding Article 46) be changed to 6% of budgeted property and sales tax (excluding Article 46).
- Part 2 of the Funding Formula be removed from the amended resolution effective July 1, 2025. This section previously contained information on debt service reduction and loan payback information and is no longer needed.
- Part 3 of the Funding Formula shall be modified to read the 6% above the percent designated in the County Fiscal Policy Guidelines, Unassigned General Fund, Fund Balance be placed in the County's established Capital Reserve Fund 253 for SCC and will be applied to debt or capital needs.

Upon motion made by Vice Chairman Picerno, seconded by Commissioner Von Canon, the Board voted 4-0 to approve the modifications as referenced in the implementation plan above, to the Resolution for the Annual Funding Formula for Sandhills Community College and authorize the chairman to sign and is hereby incorporated as a part of these minutes by attachment as Appendix E.

D. Finance – Pandemic Recovery Capital Projects Ordinance (Fund 437 – Standard Allowance) Revision 6

Finance Director Caroline Xiong presented a request for the Board to approve the Pandemic Recovery Capital Projects Ordinance (Fund 437 – Standard Allowance) Revision 6.

The Board of Commissioners approved the Pandemic Recovery Capital Project Ordinance (Fund 437) at the June 21, 2022, Board meeting. The County was reimbursed \$10,000,000 under the Revenue Replacement Standard Allocation (Standard Allowance) based on Public Safety salaries and fringe benefits. Projects that have been budgeted under the Standard Allowance include:

- Sheriff Vehicles & Equipment
- Ambulance Purchases
- EMS Renovations & Equipment
- Parks & Recreation ADA Playground

This request is to use some of the interest earned in Fund 437 for additional equipment for the Sheriff's Department and for a vehicle and equipment that will be used for Property Management in fiscal year 2026.

Upon motion made by Commissioner Von Canon, seconded by Commissioner Adams, the Board voted 4-0 to approve the Capital Project Ordinance for Fund 437 Revision 6 and authorize the chair to sign, and the revision is hereby incorporated as a part of these minutes by attachment as Appendix F.

Commissioner John Ritter joined the meeting at this time.

E. Human Resources - Proposed County of Moore Personnel Policy Revisions

Assistant County Manager Dawn Gilbert presented a request for the Board to approve the proposed revisions to the County of Moore Personnel Policy, which includes removing Section 18 Pandemic Endurance Leave, clarifying Article VII Employee Benefits, and removing provisions in Article IX Grievance Procedure as presented.

- The proposed policy revisions:
Article VI Attendance and Leave, Section 18 Pandemic Endurance Leave will be deleted in its entirety as the life of the benefit ends June 30, 2025.
- Article VII Employee Benefits, Section 12 Employee Assistance Program 12.A. Eligibility 12.A.2. adding "age 18 or older" for clarification.
- Article IX Grievance Procedure, Section 5 Organization of the Human Resources Appeals Committee and Section 6 Grievance Hearing with the Human Resources Appeals Committee are both being removed; Section 7 Maintenance of Grievance Records was updated to provide clarity to the "grievance/complaint filed by a complainant" and subject to review updated to include the County Attorney.

Upon motion made by Commissioner Von Canon, seconded by Commissioner Ritter, the Board voted 5-0 to adopt the revised Personnel Policy which includes removing Section 18 Pandemic Endurance Leave, clarifying Article VII Employee Benefits, and removing provisions in Article IX Grievance Procedure as presented herein and attached hereto effective

July 1, 2025 and is hereby incorporated as part of these minutes by attachment as Appendix G.

Upon motion made by Vice Chairman Picerno, seconded by Commissioner Adams, the Board voted 5-0 to dissolve the Human Resources Appeals Committee effective July 1, 2025.

- F. Human Resources - Position Classification and Pay Plan for Moore County
Assistant County Manager Dawn Gilbert presented a request for the Board to adopt the Position Classification and Pay Plan for Moore County effective July 1, 2025.

The Moore County Position Classification and Pay Plan is updated on an annual basis as part of the budget process. Annual plan changes include classification additions/deletions, title changes, and grade changes, which are incorporated into the proposed budget recommendations. Additionally, this plan includes the 3.5% Cost of Living Adjustment effective with the pay period beginning June 28, 2025.

Upon motion made by Commissioner Adams, seconded by Commissioner Von Canon, the Board voted 5-0 to adopt the Position Classification and Pay Plan for Moore County, effective July 1, 2025, and is hereby incorporated as a part of these minutes by attachment as Appendix H.

- G. Human Resources - NC Office of State Human Resources Salary Plan Reporting Formula

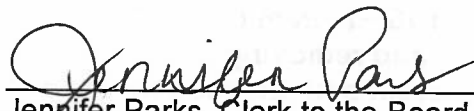
Assistant County Manager Dawn Gilbert presented a request for the Board to approve the Salary Plan Reporting Form from the NC Office of State Human Resources. The NC Office of State Human Resources requires counties to submit an annual Salary Plan Reporting Form for all classifications subject to the State Human Resources Act. For Moore County, those positions include classifications within the departments of Social Services and Health.

Upon motion made by Commissioner Von Canon, seconded by Chairman Cook, the Board voted 5-0 to approve the NC Office of State Human Resources Salary Reporting Form for FY2025/2026 and authorize the chairman to sign, and it is hereby made a part of these minutes by attachment as Appendix I.

ADJOURNMENT

With there being no further business, upon motion made by Chairman Cook, seconded by Vice Chairman Picerno, the Board voted 5-0 to adjourn the June 5, 2025, Special Meeting of the Moore County Board of Commissioners.


Kurt J. Cook, Chairman


Jennifer Parks, Clerk to the Board





COUNTY OF MOORE
BUDGET ORDINANCE
FY 2025/2026

Final

BUDGET ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND SETTING THE TAX RATE FOR THE COUNTY OF MOORE FOR FISCAL YEAR 2025-2026.

WHEREAS Article 3 of Chapter 159 of the North Carolina General Statutes (NCGS) requires local governments in North Carolina to adopt ordinances establishing an annual budget, in accordance with procedures established in said Article 3, and

WHEREAS the Moore County Board of Commissioners, following a public hearing as required by law has considered the proposed annual budget for Moore County for the 2025-2026 Fiscal Year,

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY OF MOORE BOARD OF COMMISSIONERS THAT:

SECTION 1 REVENUES

The following revenues are hereby appropriated for operating the County government for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026:

GENERAL FUND 100 BUDGET SUMMARY

Revenues:

Property Taxes	\$67,821,982
Rental Vehicle Tax	\$116,000
Sales Tax (Art 39, 40 and 42)	\$29,216,250
Sales Tax (Article 46)	\$5,622,750
Medicaid Hold Harmless	\$4,652,547
ABC Revenues/Video Franchise Tax	\$426,000
Interest income	\$6,000,000
Transfer In from Bond Interest	\$150,000
Transfer in from Fund 251 CR for Debt Service MCS	\$4,000,000
Transfer In from Fund 254 SCC Debt Service	\$271,497
Transfer in from Fund 255 Article 46 Capital Projects	\$1,254,008
Transfer in from Fund 253 SCC 6% Debt Service	\$416,215
Transfer In from Court Fund 432 for Debt Service	\$1,936,438
Transfer In from Fund 437 Pandemic Std Allowance	\$200,000
Transfer In from Multi-Yr Grants Fund 240-Health	\$88,753
Appropriate Restricted Fund Balance Permitting	\$504,903
Departmental Revenues and Fees	\$16,893,526
Child Support Enforcement	\$847,950
Social Services	\$7,164,188
Public Health	\$866,215
Other Grants	\$1,493,126
Aging/Senior Center	\$1,009,171
Appropriated Fund Balance	\$7,695,180
Appropriated Restricted Fund Bal-Tax Reval	<u>\$30,300</u>

TOTAL REVENUES**\$158,676,999****SECTION 2 EXPENDITURES**

The following expenditures are appropriated to the General Fund 100 and other funds as described in sections 6 through 18 for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026:

Expenditures**General Government**

Governing Body	\$249,841
Commissioner salary for the fiscal year is \$15,703 per Commissioner. Travel Reimbursements will be paid pursuant to the IRS reimbursement rates as set forth in the Board of Commissioners Travel Expense or Reimbursement Policy and Procedure.	
Administration	\$1,122,066
Veteran's Treatment Court	\$228,913
Human Resources	\$718,461
Finance	\$998,559
County Attorney	\$1,330,395
Tax	\$3,234,821
Board of Elections	\$1,201,145
Register of Deeds	\$2,648,503
Information Technology/GIS	\$3,370,745
Property Management	\$8,687,150
TOTAL	\$23,790,599

Public Safety

Sheriff	\$13,564,820
Sheriff-Detention Center	\$8,465,873
Sheriff-Animal Center	\$1,241,126
Day Reporting Center	\$126,513
Youth Services/JCPC	\$128,015
Emergency Management/E-911/Fire Marshal	\$2,559,563
TOTAL	\$26,085,910

Environmental and Community Development

Solid Waste	\$8,851,010
Planning and Community Development	\$974,947
Planning Code Enforcement	\$1,711,903
Cooperative Extension Service	\$378,785
Soil and Water Conservation Service	\$241,703
TOTAL	\$12,158,348

Human Services

Child Support Enforcement	\$1,019,352
Veterans Services	\$556,540

Aging/Senior Center	\$2,071,025
Social Services	\$12,401,696
Public Health	<u>\$5,427,312</u>
TOTAL	\$21,475,925
Cultural Development	
Library	\$1,003,519
Parks and Recreation	<u>\$1,075,725</u>
TOTAL	\$2,079,244
Education	
Public School Current Expense	\$39,500,018
Public School Capital	\$800,000
Public Schools Debt Service-Principal	\$10,920,084
Public School Debt Service-Interest	\$3,974,420
Community College Current Expense	\$5,807,294
Community College Debt Service-Principal	\$1,980,915
Community College Debt Service-Interest	<u>\$578,856</u>
TOTAL	\$63,561,587
Non-Departmental	
TOTAL	<u>\$4,242,373</u>
Transfers	\$4,242,373
Transfer to CR Fire Service Fund 258	\$0.00
Transfer to CR for Solid Waste Fund 257	<u>\$0.00</u>
TOTAL	\$0.00
Debt Service – County P&I (excluding Education)	
TOTAL	<u>\$5,283,013</u>
	\$5,283,013
<u>TOTAL EXPENDITURES</u>	<u>\$158,676,999</u>

SECTION 3 AD VALOREM TAX LEVY

A. There is hereby levied for Fiscal Year 2025-2026, an ad valorem tax on all property having a situs in Moore County as listed for taxes as of January 1, 2025, at a rate of twenty-nine and one-half (\$.295) cents per \$100 dollars of assessed value of such property, pursuant to and in accordance with the Machinery Act, Chapter 105 of the NC General Statutes, and other applicable laws.

B. There is hereby levied for Fiscal Year 2025-2026, a unified fire tax rate on all property having a situs in the Moore County Fire Protection Service District at a rate of eight and three-fourths (\$.0875) cents per \$100 dollars of assessed value of such property in Moore County which is attached to and made a part of this ordinance.

C. There is hereby levied for Fiscal Year 2025-2026, an Emergency Medical Service Advanced Life Support Tax on all property within such emergency service district, as listed for property taxes as of January 1, 2025, at a rate of three and three-fourths (\$.0375) cents per \$100 dollars of assessed value of such property, pursuant to and in accordance with the Machinery Act found in Chapter 105 of the North Carolina General Statutes and other applicable laws. Such tax can be used solely for the purpose of providing Emergency Medical Services.

D. Tax revaluation was last calculated during the Fiscal Year 2023-2024 budget which reflected the results of the 2023 County-wide revaluation. As required by North Carolina General Statutes, the Revenue Neutral Tax Rate has been calculated and determined to be \$0.3512 cents per \$100 dollars of assessed valuation for County General Fund 100, \$0.0290 for EMS Advanced Life Support Fund 200 and \$0.0871 for the Rural Fire Protection Fund 215.

SECTION 4 LEVY OF OTHER TAXES

There is hereby levied, all County Rental Vehicle Taxes as authorized by the NCGS, and other such taxes, as provided in the ordinances and resolutions duly adopted by the Board of Commissioners.

SECTION 5 AUTHORIZED TRANSFER OF APPROPRIATIONS, CONTRACTING LIMITATION, AND OTHER MATTERS:

A. AUTHORIZED TRANSFER OF APPROPRIATIONS

The Budget is adopted at the Fund level and the County Manager or Assistant County Manager(s), or his/her designee is hereby authorized to transfer appropriations between all County Funds under the conditions listed below:

1. The County Manager, Assistant County Manager(s), or his/her designee may transfer amounts by budget transfer between departments within a fund without limitation, but they shall be reported to the Board of Commissioners by the Finance Office.
2. The County Manager, Assistant County Manager(s), or his/her designee may transfer amounts by budget amendment between funds and these budget amendments must be reported and approved by the Board of Commissioners in an itemized report.
3. The Finance Director or the Assistant Finance Director can approve budget transfers up to and including \$10,000 within the same fund.
4. The Board of Commissioners will make the original year end assignments to the General Fund balances. The Board of Commissioners can delegate and authorize the County Manager/Budget Officer to make changes to the General Fund balance assignments before the year end audit is finalized.

B. CONTRACTING LIMITATION

1. Any appropriations for land and new buildings included in this ordinance may be obligated only after approval of the Board of Commissioners.
2. The County Manager, Assistant County Manager(s), or his/her designee is authorized to obligate through the necessary agreements, contracts, grant agreements, purchase orders or other such documents, funds included in this budget ordinance up to and including \$100,000 for the following purposes:
 - a. Initiate grant agreements to public and non-profit agencies,
 - b. Leases of routine business equipment,
 - c. Financing Agreements for purchases not including land or buildings:
 - d. Consultant, professional, and/or maintenance service agreements,
 - e. Purchase of apparatus, supplies, construction, repair work, and materials including where formal bids are required by state law or county policies as long as the Board of Commissioners makes the bid award as required by law;
 - f. Agreements for the acceptance of State and Federal grant funds.
3. The County Manager, Assistant County Manager(s), or his/her designee is authorized to obligate funds through the necessary agreements, contracts, grant agreements, purchase orders or other such documents, included in this budget ordinance at any amount so long as the Board of Commissioners approves/authorizes by majority vote the County Manager, Assistant County Manager(s), or his/her designee signing said document.
4. The Finance Director, Assistant Finance Director, or his/her designee is authorized to accept and obligate funds through grant agreements included in this budget ordinance at any amount so long as the Board of Commissioners approves/authorizes by majority vote the Finance Director, Assistant Finance Director, or his/her designee signing said document.
5. During a State of Emergency situation, the County Manager, Assistant County Manager(s), or his/her designee is authorized to obligate funds through the necessary agreements, contracts, grant agreements, purchase orders, listed in item 2e and 2f above, or other such documents, included in this budget ordinance at any amount as designated in the State of Emergency Declaration.
6. The Health Director is hereby authorized to execute necessary agreements within the Health Operational Fund up to and including \$50,000 in accordance with State law and County policies. The Health Director is to notify the County Manager and Assistant County Manager(s) or his/her designee and provide a copy of any such agreements authorized in this paragraph no later than the next workday. The County Manager can sign up to and including \$100,000 for Health. Any amount above \$100,000 must have the approval of the Board of Commissioners unless the Board of Commissioners authorizes the Health Director to approve the necessary agreements.
7. Department Directors are hereby authorized to execute contracts up to \$30,000 for their respective departments only.

8. For federal procurement, in accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the County of Moore hereby self-certifies the following micro-purchase thresholds, each of which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C):
- a. \$30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and
 - b. \$30,000, for the purchase of "construction or repair work"; and
 - c. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
 - d. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Unit has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$10,000.00.

C. OTHER MATTERS

1. All fees, commissions, and sums paid to or collected by any County official, officer, or agent for any service performed by said official, officer or agent in his/her official capacity shall inure to the benefit of the County and are considered County funds.
2. Pre-Audit Requirements – Pursuant to Chapter 159 of the NC General Statutes the Finance Director (Caroline Xiong) is hereby designated as a Deputy Finance Director for the purposes of pre-audit functions. Other individuals designated for Pre-Audit Requirements as Deputy Finance Director(s) for the purposes of pre-audit functions include two additional individuals: Chris Morgan, Assistant Finance Director and Terra Vuncannon, Purchasing Manager.
3. In accordance with Article V of the North Carolina Constitution, the County Manager and Assistant County Manager(s) shall require the following prior to releasing public funds to other governmental agencies or private groups:
 - a. The activity to be funded is for a public purpose.
 - b. The activity to be funded is one the County is authorized to undertake or for which the County has specific statutory authorization to fund.
 - c. Through appropriate means, the County maintains some degree of control over the funds provided through this ordinance to a governmental agency or private group.
4. The County Manager, Assistant County Manager(s), or his/her designee is authorized to disburse the Moore County Fire Protection Service District tax revenues up to and including the amount approved in this ordinance by the Board of Commissioners. The balance in this fund, if any, will be held by the County as an apparatus and building reserve for future purchases for the Rural Fire

Protection Service Districts upon approval of the Fire Commission and Board of Commissioners.

SECTION 6 ENTERPRISE FUNDS

The following funds are designated as Enterprise Funds and are to be accounted for as such:

Water Pollution Control Plant Fund 600	\$7,519,485
Public Utilities Fund 610	\$17,689,265

Note: The East Moore Water District Fund 620 will be accounted for in a separate Budget Ordinance approved by the East Moore Water District Board.

SECTION 7 INTERNAL SERVICE FUNDS

The following funds are designated as Internal Service Funds, and will be accounted for as such:

Self-Insurance/Risk Management Fund 810	\$13,651,884
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SECTION 8 SPECIAL REVENUE FUNDS

Annual Special Revenue Funds:

A. EMERGENCY MEDICAL SERVICES / ALS FUND

Emergency Medical Services Fund 200	\$14,615,897
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B. EMERGENCY TELEPHONE SYSTEM FUND

Emergency Telephone System Fund 210	\$194,715
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C. TRANSPORTATION SERVICES FUND

Transportation Services Fund 230	\$2,560,005
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D. SOIL & WATER CONSERVATION DISTRICT FUND

Soil & Water Conservation District Fund 220	\$23,753
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E. FIRE PROTECTION SERVICE DISTRICT FUND - The County accounts for the collection and distribution of property taxes on the assessed valuation of taxable property, as listed for taxes as of January 1, 2025, for special districts as listed attached hereto and made a part of this ordinance. The tax rate and appropriations shown on the Fire Protection Service District have been determined by the Fire Commission in conjunction with the various fire department representatives, and the County as necessary for the operation of their fire departments for FY 2026.

Fire Protection Service District Fund 215 Operations	\$6,890,993
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Fire Debt Service Fund 216 Capital

\$939,776

F. SOCIAL SERVICES CHARITABLE FUND

The Social Services Charitable Fund accounts for funds donated to the department for specific needs.

Social Services Charitable Fund 280

\$15,000

G. SOCIAL SERVICES REPRESENTATIVE PAYEE

The Social Services Representative Payee Fund accounts for funds belonging to individuals who are unable to maintain those funds themselves.

Social Services Representative Payee Fund 281

\$420,000

H. OPIOID SPECIAL REVENUE FUND

Opioid Special Revenue Fund 290

\$0.00

I. MULTI-YEAR SPECIAL REVENUE GRANTS FUND

Multi –Year Grant Fund 240

J. MULTI-YEAR CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

To track Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act of 2021. These funds expire December 31, 2026.

- Multi-Year Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) 241 \$19,594,757

SECTION 9 COMPONENT UNIT FUNDS

The County maintains funds for the Convention and Visitors Bureau, and Moore County Airport Authority, as component units, and shall incorporate the budgets as adopted by the respective boards into the County Accounting records.

Convention and Visitors Bureau Fund 260

\$4,602,035

Airport Authority Fund 640

\$5,605,095

The Airport also has a Capital Project Fund 461

SECTION 10 TRUST and CUSTODIAL FUNDS

The County maintains various trust funds. Trust and Custodial Funds are identified as:

A. Sheriff Department Trust Funds-This department must maintain certain funds for daily operation. The following funds are authorized:

1. Sheriff's Department-Civil Fund-accounts for funds used in the legal aspects of docketing and collection of judgments. (Fund 730)
2. Sheriff's Department Inmate Trust Fund-accounts for commissary and inmate services. (Fund 730)
3. Special Tax District Municipal Funds-account for the collection and disbursement for special taxing districts and municipalities. (Fund 700, 710)

NCGS requires individuals who sign checks in Trust and Custodial Funds to be designated Special Deputy Finance Officer for this purpose only. On a monthly basis, each Special Deputy Finance Officer listed below will provide the County Finance Officer with a copy of the reconciled bank statement and a statement of receipts and disbursements. The following individuals are hereby authorized:

Ronnie Fields – Sheriff
 Andy Conway – Chief Deputy
 Eric Galloway - Major
 Adam Goins – Captain
 William Flint - Major
 Lindsey Bufmeyer – PS Admin Services Officer II

SECTION 11A CAPITAL PROJECTS BUDGETS

The County uses Capital Project Fund budgets and has incorporated these budgets into the financial and accounting systems. Capital Project Funds are used to account for capital projects that span fiscal years and/or may take more than one fiscal year to complete. The following categories of projects are accounted for in such manner:

MCPU ARP Capital Project (Linden Rd Wells/Water and Sewer Lines)– Fund 412
 WPCP Capital Project – Fund 602
 Pandemic Recovery Capital Projects – Fund 437
 Vass Phase II Sewer System Improvements Capital Project – Fund 411
 Seven Lakes Sewer Capital Project – Fund 413
 Emergency Communication Narrow Banding Project – Fund 431
 New Courthouse Building Capital Project – Fund 432
 Parks and Recreation Capital Project – Fund 433
 Solid Waste Improvement Capital Project – Fund 435
 2013 Water Sources Project – Fund 447
 Airport County Capital Projects – Fund 450
 School and College Capital Projects – Fund 470, 480, 481, 482, 483 and 490

SECTION 11B CAPITAL RESERVE FUNDS

The County will maintain nine (9) Capital Reserve Funds as multi-year Capital Project Funds for the purpose of paying for future non-enterprise fund governmental projects, future non-enterprise fund debt service, future enterprise fund capital projects, future school and college projects as listed below:

1. Capital Reserve for Governmental Projects (Fund 250)
2. Capital Reserve for Debt – Consolidated with General Fund (Fund 251)
3. Capital Reserve for Enterprise – Consists of 3 separate capital reserve enterprise fund transfers from Water Pollution Control Plant, Public Utilities and East Moore Water Districts funds into this Capital Reserve for Enterprise Projects. (Fund 252)
4. Capital Reserve for Capital Projects for Sandhills Community College (Fund 253)
5. Capital Reserve for Debt Service for Sandhills Community College (Fund 254)
6. Capital Reserve for Capital Construction Projects for Moore County Schools (Fund 255)
7. Capital Reserve for Debt Service for Moore County Schools (Fund 256)
8. Capital Reserve for Solid Waste (Fund 257)
9. Capital Reserve for Fire Protection Services (Fund 258)

SECTION 12 TEN YEAR CAPITAL PROJECT PLAN

The County Manager has prepared a ten-year capital forecast. It is included as a part of the budget document for planning purposes only. The ten-year capital plan does not authorize the expenditure of funds.

SECTION 13 MOORE COUNTY PUBLIC SCHOOLS

The Moore County School Board may not adjust the County appropriation in any manner without prior approval of the Board of Commissioners in accordance with NCGS 159-13.

SECTION 14 SANDHILLS COMMUNITY COLLEGE

The County has provided funding to the Community College for Current Expense expenditures in accordance with NCGS 115D-55. The Community College may not adjust County appropriations in any manner without the prior approval of the Board of Commissioners.

SECTION 15 DUAL SIGNATURES ON CHECKS AND ELECTRONIC AND FACSIMILE SIGNATURES

The County will use dual signatures on checks and drafts made on County funds in accordance with NCGS 159-25(b). The signatures of the County Manager or Assistant County Manager(s) and the Finance Director or the Deputy or Assistant Finance Director, following proof of warrant, are the authorized signatures of Moore County.

Pursuant to NCGS 159-28.1, the County authorizes the use of electronic signatures, facsimile signature machines, signature stamps, or similar devices in signing checks and drafts and in signing the pre-audit certificate on contracts or purchase orders. The Finance Officer or his/her designee will be responsible for the custody of their electronic signature, facsimile machines, stamps, plates, and other devices.

Pursuant to NCGS 66-58.4, the County is authorized to use and accept electronic signatures in the execution of contracts. Any individual authorized to execute contracts on behalf of the County is authorized to do so using an electronic signature. All electronic signatures must be in compliance with NCGS 66-58.5.

SECTION 16 FINANCIAL REPORTING

The Finance Director, Assistant Finance Director or designee, will submit a monthly financial report for the County Manager, Assistant County Manager(s) and the Board of Commissioners and, from time to time, other reports as required by the County Manager, Assistant County Manager(s) and/or the Board of Commissioners.

SECTION 17 RESERVES FOR ENCUMBRANCES

The reserves for encumbrances on June 30, 2025; and carry over appropriations representing prior commitments as of that date shall be re-appropriated pursuant to NCGS 159-13 to the departments within the various funds unless excluded by the County Manager or Assistant County Manager(s). Expenditures against these encumbrances may be made during fiscal year 2025-2026 as the previous commitments are satisfied.

SECTION 18 FEE SCHEDULE

The Annual Fee Schedule, which is attached to this ordinance, sets all fees authorized to be charged by the County for County goods, services or other functions provided by County personnel, equipment, including consultation and other such activities; and is hereby approved.

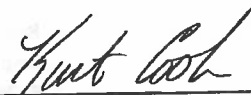
SECTION 19 INVALID OR UNCONSTITUTIONAL PORTIONS OF THIS ORDINANCE

Should any section, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of said ordinance shall not be affected thereby.

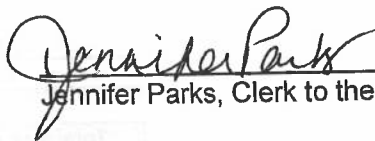
SECTION 20 EFFECTIVE DATE

That this ordinance shall be in full force and effect on July 1, 2025.

Adopted the 5th day of June 2025.



Kurt Cook, Chairman
Moore County Board of Commissioners



Jennifer Parks, Clerk to the Board



**Rural Fire Protection Service Tax Fund 215 (Operations) Fund 216 (Debt Service)
FY2025-2026 - Unified Tax Rate @ .0875/\$100 Valuation**

Fund 215 Revenue

Total 2025-2026 Tax Base

 $\$8,041,550,591 \text{ divided by } \$100 \times .0875 \times 99\% \text{ Discounts (75,000) } =$

Revenue Generated by .0875 Rate

Appropriated Fund Balance to Fund 216 for Debt Service

FY2025-2026 Total Budget Fund 215

FY25/26 Budget
@99%-Discounts
\$6,890,993

\$6,890,993**\$0****\$6,890,993****Fund 216 Revenue - FY 2025-2026**

Transfer in from Fund 215

Transfer in from Fund 258 to pay Debt

\$619,720**\$320,056****\$939,776**

<u>Rural Fire Service District</u>	<u>Operations Distribution Fund 215 Expense</u>	<u>Capital Distribution Fund 216 Expense</u>
Aberdeen	\$296,570	\$43,112
Carthage	\$353,354	\$89,868
Crains Creek	\$279,801	\$48,490
Cypress Pointe	\$928,067	\$57,414
Eagle Springs	\$333,952	\$75,360
Eastwood	\$190,669	\$21,128
High Falls	\$340,774	\$141,161
Pinebluff	\$446,813	\$55,386
Pinehurst	\$411,732	\$42,253
Robbins	\$484,857	\$69,402
Seven Lakes	\$502,114	\$33,895
Southern Pines	\$553,688	\$69,136
West End	\$567,648	\$79,295
Westmoore	\$242,237	\$47,567
Whispering Pines	\$338,997	\$66,309
Station X	\$0	\$0
Allocated Debt for FY25	\$0	\$0
Subtotal Fund 215 and 216	\$6,271,273	\$939,776
Transfer to Capital Debt Fund 216	\$619,720	\$0
Grand Total Fund 215/216	\$6,890,993	\$939,776

<u>Total Manager Recommendation Fund 215 and Fund 216</u>
\$339,682
\$443,222
\$328,291
\$985,481
\$409,312
\$211,797
\$481,935
\$502,114
\$453,985
\$554,259
\$536,009
\$622,824
\$646,943
\$289,804
\$405,306
\$0
\$0
\$7,211,049
\$619,720
\$7,830,769

Property Tax Budget Amt

\$6,890,993

Penny on Fire Tax Rate @ .0875

\$787,542

Revenue Neutral Rate for FY24 is .0871

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Moore County, NC**Proposed Departmental Fee Schedules FY 2025-2026**

(Effective July 1, 2025)

Pursuant to North Carolina General Statute 12-3.1 (a,c) the Moore County Board of Commissioners has the authority to set fees. Following are the fee schedules for the departments that charge various fees.

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*Adopted with Budget Ordinance, Section 18.

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Fee Schedule**County-Wide**

Fee Schedule - Item	FY 2025/2026 Fee Amount
Photocopies 8x11, 8x14 or 11x17	\$.15/page, \$.50/page color
Existing data cards (PRC/FRD) and Parcel Data Map	\$1.00
Copy of existing map: 8x11	\$2.00
Copy of existing map: 11x17	\$5.00
Copy of an existing map: 30 x 42, 36 x 48, 42 x 48	\$20.00
Requests for customized data reports or maps	See IT/GIS Rates
Shipping and Handling	Actual Charges
Blank CD/DVD/DVR	\$10.00
Returned check fees	\$25.00 Per NC General Statute
Local Fax- Customer provides the copies	\$0.50 per page
Local Fax- We provide copies to be faxed	\$1.00 per page
Long Distance Fax- Customer provides copies to be faxed	\$3.00-1st page \$1.00-each additional page
Long Distance Fax- We provide copies to be faxed	\$3.00 - 1st page \$2.00 each additional page
Convenience Fees will be passed on to the customer for any form of electronic payment or on-line payment	Convenience Fees may vary by Department
Fees are hereby waived for all General Fund departments for Solid Waste/Landfill Fees debris	

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Fee Schedule	
County Attorney	
Fee Schedule - Item	FY 2025/2026 Fee Amount
CLE/CPE Annual Local Government Conference - Paralegal Fee	\$110.00
CLE/CPE Annual Local Government Conference - Attorney Fee	\$130.00
CLE/CPE Annual Local Government Conference Fee - Employee	\$65.00

Fee Schedule Tax	
Fee Schedule - Item	FY 2025/2026 Fee Amount
Collection Fees Determined by North Carolina General Statutes	
All fees associated with the collection of property taxes such as returned checks, advertisements, garnishments, foreclosures, etc. that are governed by NC General Statutes will be assessed according to the applicable Statutes.	Set by N.C.G.S.
Custom Programming for maps and data requests	
Set up time, analyst / programming time for requested information, and/or processing time of all requests to include processing time on computers or printers and special system requests.	\$50 per hour minimum of \$50
Media Charges	
Blank CD/DVD/DVR	\$10.00
Labels, \$11 per thousand plus set up time, programming time and processing time	\$11 per thousand + time
Parcel Data Map, Property Record Card, Field Review Card	\$1.00
Ortho maps: Small size map (8 1/2 x 11)	\$2.00
Plot or Deed: Medium size map (18 x 24)	\$5.00
Township / Plot : Large size map (22 x 34)	\$10.00
Any Map: Extra Large size map (28 x 40, 30 x 42 , 36 x 48)	\$20.00
Convenience Fees will be passed on to the customer for all credit and debit card charges; if applicable	Convenience Fees may vary by Department
All requests must be filled out and signed by taxpayer and minimum upfront payment of \$10.00 must be paid for all requests requiring programming and processing time	

Fee Schedule Elections	
Fee Schedule - Item	FY 2025/2026 Fee Amount
Printed Reports	\$.15 per page - \$2.00 minimum
Filing Fees	In accordance with G.S. 163-107
Municipal Elections	Fees are to be actual cost reimbursed to the County
Copies - Deposit required prior to copies being made with \$1.00 minimum	\$.15/page, \$.50/page color
Conference Calls	As dictated by statute - Open Meetings Law
Labels	\$.15 per page for printing with a \$10.00 minimum –customer must provide labels
Flash Drive (County provides the medium)	\$25.00
Data - small files, if possible, emailed with out charge	no charge

Fee Schedule

Register of Deeds - Page 1 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Certified copies of Births, Deaths and Marriages NCGS 161-10	\$10.00
Marriage License Fee NCGS 161-10	\$60.00
Marriage correction of an application, license or certificate, with one certified copy NCGS 161-10	\$10.00
Delayed Marriage Licenses Fee with 1 certified copy NCGS 161-10	\$20.00
Clerk Certificates	\$5.00
Notary Oaths NCGS 161-10	\$10.00
Amendments and Legitimations NCGS 161-10	per North Carolina General Statute (NCGS)
Delayed Birth - \$10.00 for ROD NCGS 161-10	\$10.00
Comparison of copies for certification NCGS 161-10	\$5.00
Subsequent Instrument NCGS 161-14.1(b) for one index reference. For each additional reference a fee of \$10.	\$10.00
Recording fee for Deeds of Trust and Mortgages NCGS 161-10 (1a) Effective 10/01/2016, HB 19	\$64.00 up to 35 pages then \$4.00 for each additional page
Recording fee for instruments in general NCGS 161-10 (1) Effective 10/01/2011	\$26.00 up to 15 pages then \$4.00 for each additional page
Any document that contains over 20 distinct parties that are required to be indexed, an additional \$2.00 per name is required effective October 1, 2015. S.L. 2015-227	\$2.00 per name
Recording Plats NCGS 161-10	\$21.00
Certified copies of documents NCGS 161-10	\$5.00 for 1st page \$2.00 for each additional page
Certified copies of plats NCGS 161-10	\$5.00
Recording Condominium Plans NCGS 161-10	\$21.00 - 1st page \$21.00 each additional page
Recording Right of Way Plans NCGS 161-10	\$21.00-1st page \$5.00 each additional page
Recording UCC-Fixture Filings NCGS 25 ARTICLE 9 PART 5	\$38.00-1-2 pages / \$45.00 - 3-10 pages / More than 10 pages- \$45.00 plus \$2.00 per additional page
Form UCC 11 (this includes information on all UCC's filed before 7/1/2001) NCGS 25 ARTICLE 9 PART 5	per North Carolina General Statute (NCGS)
Excise Stamps NCGS 105-228-30	\$2.00 per \$1,000.00; \$1.00 for each \$500.00 or fraction thereof
Multiple instrument as one	\$10.00 each instrument
Satisfaction instrument	No Fee
Military discharge certified copy and recording as authorized	No Fee
State Vital records automated search	\$14.00
State Vital records automated search copy	\$10.00

Fee Schedule Register of Deeds - Page 2 of 2	
Fee Schedule - Item	FY 2025/2026 Fee Amount
Information copies of documents	\$0.25 per page
Local Fax- Customer provides the copies	\$0.50 per page
Local Fax- We provide copies to be faxed	\$1.00 per page
Long Distance Fax- Customer provides copies to be faxed	\$3.00-1st page \$1.00-each additional page
Long Distance Fax- We provide copies to be faxed	\$3.00 - 1st page \$2.00 each additional page
Map Scanner Copy	\$5.00
Flash Drive (County provides the medium)	\$25.00
Non Standard Document filing fee (in addition to recording fees) NCGS 161-10	\$25.00
Copies of Maps & Plats 11x17 size	\$1.00 per page
Postage Fees based on mailings of recorded documents	Rate Varies with Size
Fees are set by Statute and are subject to change by the General Assembly.	

Fee Schedule

Sheriff's Office

Fee Schedule - Item	FY 2025/2026 Fee Amount
In-State Civil Process Service Fee N.C. General Statute 7A-311 Currently \$30.00	Set by State
Out-of-State Civil Process Service Fee N.C. General Statute 7A-311	\$100.00
Concealed Handgun Permit N.C. General Statute 14-415.19 Currently \$90.00 and Renewals \$75.00	Set by State
Document Notarization N.C. General Statute 10A-10 Currently \$10.00	Set by State
Storage fees for weapons and ammunition stored pursuant to a Domestic Violence Orders. A fee of \$35.00 will be charged for the storage of one weapon. A fee of \$10.00 will be charged for each additional weapon. If a weapon is stored, a fee of \$10.00 will be charge for the storage of any ammunition. If a weapon is not stored, a fee of \$30 will be charged for the storage of any ammunition.	\$35.00
Additional firearm storage fee for holding more than 90 days after the expiration/dismissal of the domestic violence protective order.	\$50.00
Storage of ammunition under 100 pounds	\$10.00
Storage of ammunition over 100 pounds	\$50.00
Storage of ammunition over 200 pounds and up	\$100.00
The resident county of a person who is transported to a mental health facility by the Sheriff's Office will be billed for the mental transport at a rate of \$30 per hour per deputy and/or \$25 per hour per detention officer and the IRS mileage rate for the round trip distance to the facility. NC General Statute 122C-251(h)	\$30.00
Fingerprints - A fee of (\$15.00) will be charged for fingerprints.	\$15.00
Noise Ordinance Permit	\$25.00
Reports for Insurance Companies	\$2.00
Change of Name or Address for a Concealed Carry Permit, NCGS 14-415.19	Set by Statute
Replacement of Access Cards (does not apply to normal wear and tear)	\$5.00 per card
Off Duty Special Assignments for Deputies	\$55.00/hour
Off Duty Special Assignments on Holidays for Deputies	\$75.00/hour

Fee Schedule

Sheriff - Detention Center

Fee Schedule - Item	FY 2025/2026 Fee Amount
Inmates Doctor Visit - non emergency	\$20.00 per visit
Dental Visits	\$20.00 per visit
EHA (Electronic House Arrest) Monitoring Fee \$10.00 per day monitoring fee for non-indigent pre-trial detainees (G.S. 7A-313.1)	\$10.00 per day
Statewide Misdemeanant Confinement Program (SMCP) reimbursement by NC Sheriff's Association (G.S. 148.10.4C) Transportation and supervision charges to deliver inmate to assigned facility	\$25.00 per hour plus the IRS Current Standard Approved Mileage Rate
Reimbursement Rate per Inmate per Day to house an Inmate from another County/State in the Moore County Detention Center	\$60.00/Day
Department of Juvenile Justice (DJJ) reimbursement by DPS for transportation and supervision of juvenile offenders to assigned facility	\$25 per hour plus the IRS Current Standard Approved Mileage Rate
Housing Fee for Work Release Inmates	\$40.00 per day
Department of Juvenile Justice (DJJ) daily housing fees for juveniles offenders (NCAC 143B-820) by DPS	\$122 for juveniles in county \$244 for juveniles out of county
Statewide Misdemeanant Confinement Program (SMCP) reimbursement by NC Sheriff's Association (G.S. 148.10.4C) daily housing fees for inmate confinement	\$40.00 per day
Inmate damage to Fire Suppression System (Sprinkler Head and Labor)	\$200.00
Safety Window in Cell Door 35"x24"	\$379.00
Safety Window in Cell Door 12"x12"	\$356.00
Standard Window	\$300.00
Inmate damage to issued Detention Center items to include: mattress	\$125.00
Inmate damage to issued Detention Center items to include: shower curtain	\$83.00
Inmate damage to issued Detention Center items to include: blanket	\$10.00
Inmate damage to issued Detention Center items to include: jumpsuit	\$20.00
Inmate damage to issued Detention Center property: food tray	\$20.00
Inmate damage to issued Detention Center items to include: storage bin/tote	\$10.00
Inmate damage to issued Detention Center items to include: sheets/flat sheet	\$5.00
Inmate damage to issued Detention Center items to include: shoes	\$5.00
Inmate damage to issued Detention Center items to include: handbook	\$5.00
Inmate damage to issued Detention Center items to include: towels	\$3.00
Inmate damage to issued Detention Center items to include: washcloth	\$1.00
Inmate damage to issued Detention Center items to include: spork	\$1.00
Inmate damage to issued Detention Center items to include: broom	\$8.00
Inmate damage to issued Detention Center items to include: mop	\$18.00
Inmate damage to issued Detention Center items to include: mop bucket	\$55.00
Inmate damage to issued Detention Center items to include: Sprayer & Bottle	\$1.00
Inmate damage to issued Detention Center items to include: Boxer/Panty/Bra	\$5.00
Inmate damage to issued Detention Center items to include: T-Shirt	\$5.00
Inmate damage to physical structure or fixed items	Cost + 10% + Labor
Cost to repaint the inmate dormitory	\$1,000.00
Cost to repaint single inmate cell	\$100.00
Cost to repair/paint inmate bunk	\$40.00
Security Framed Mirror	\$70.00
Cost to replace damage inmate desk	\$200.00
Cost to replace inmate toilet/sink	\$500.00
Cost to contain and cleanup intentional flooding by an inmate	\$60.00
Handcuffs and Leg Shackles	\$35.00
Cost for Isolation/Suicide Cell Smock	\$128.00
Cost for Isolation/Suicide Blanket	\$140.00
Magnetic Privacy Blinds & Screens	\$53.00
Damage Tablet Fees	\$375.00
Damage to Administrative Room Fee	\$2,760.00
Inmate Masks	\$2.00
Safety Helmets	\$137.00
Damage to Kiosk	\$500.00
Damage to Inmate Sled	\$500.00

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Fee Schedule Sheriff - Animal Services

Fee Schedule - Item	FY 2025/2026 Fee Amount
Adoption - Dogs	\$85.00
Adoption - Cats	\$65.00
Special Events and Special Situations	Rate to be determined by the Sheriff
Special Needs Animals	Rate to be determined by the Sheriff
Adoption - Small Livestock, (goat, sheep, pig, etc)	AUCTION
Adoption - Pocket Pet (Fowl, Guinea Pigs, etc)	\$15.00
Adoption - Large Livestock, (Horse, Cow, etc.)	AUCTION
Military, Senior Citizens, State or Local Government Employees Discount (must show ID).	\$60/Dog, \$50/Cat
Fix'em Voucher Fee & Local SNAP Program	Rate to be determined by the Sheriff
Rabies Vaccine	\$10.00/dog or cat being vaccinated
Boarding Fee - Small Livestock (goat, sheep, pig, etc.)	\$25.00/day
Boarding Fee - Large Livestock (horse, cow, etc.)	\$50/day
Quarantine Fee	\$15.00/per day or half day
Cat Trap Deposit Fee - refundable	\$50.00
Dog Trap Deposit Fee - refundable	\$100.00
Citations- for any offense in violation of the Animal Control Ordinance:	
First Offense (Per Moore Co. Ordinance Sec. 4-5 initial warning required)	Warning (48 Hours)
Second Offense	Criminal Citation
Third Offense and thereafter	Criminal Citation
Redemption by Owner of animal found running at large and impounded:	
First Offense	Rabies (\$10.00), DHPP/Bordetella/RCPC (\$8.00 each), Improper ID Fee (\$20), FIV/FelV/HWT (\$15), Flea/tick Prevention (\$10), HW Prevention (\$10), Plus Boarding Fees (\$10/day)
Second Offense	\$150 (plus boarding fees) OR spay/neuter at owner's expense PLUS any vaccinations required and Boarding Fees (\$10/day)
Third Offense-and thereafter	\$250 (plus boarding fees) OR spay/neuter at owner's expense PLUS any vaccinations required and Boarding Fees (\$10/day)
Redemption after mandatory stray hold	1st, 2nd, or 3rd offense impound fees PLUS cost of spay/neuter

Fee Schedule

Department: Public Safety/Fire Marshal - Page 1 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Administrative Fees	
Use of Mobile Command other than by MCPS Staff	\$250.00/Hour
SOT Equipment Response	\$250.00/Hour
SOT Personnel Response	N/A
SOT Equipment or Supplies expended	Cost
ABC Permit Licensing Inspection	\$100.00
Permit Renewal:	Expired up to 12 Months=\$100 or cost of original permit, whichever is less. 12-24 Months = \$200 or cost of original permit, whichever is less. >24 Months = Full cost of original permit.
Failure to Obtain Permit	Double Permit Fee
County Projects: In House by Employees	Waive Fees
County Projects: Contracted by Outside Work Force	Per Fee Schedule
The following are exempt from Operational (mandatory) Permits fees but the agency must still complete the application for the permits: Churches, Schools, County Operations and Buildings, City Operations and Buildings, Emergency Services Organizations(Fire, Rescue, EMS, City-County-State and Federal Law Enforcement Agencies, City-State and Federal Jails/Detention Centers/Correction Facilities).	
All Operational (mandatory) Permits are to be valid until next inspection cycle as stated in the NC Fire Prevention Code newest version. At the time of the next inspection all operational (mandatory) permits for that occupancy will be renewed if they meet the requirements.	
For a category that requires an operational (mandatory) permit and a mandatory construction permit, both fees must be paid.	
No one is exempt from any construction permit fees or special use permits. The Moore County Board of Commissioners are the only ones who can reduce or exempt rates on construction permits.	

Fee Schedule	
Department: Public Safety/Fire Marshal - Page 2 of 4	
Fee Schedule - Item	FY 2025/2026 Fee Amount
Fire Permits /Inspections Fees	
Operational (mandatory) permits as required by the 2018 North Carolina Fire Prevention Code	
NCFC 105.6.2 - Amusement Buildings: To operate a special amusement building	\$100.00
NCFC 105.6.5 - Carnivals and Fairs: Required to conduct a carnival or fair	\$100.00
NCFC105.6.7 - Combustible Dust Producing Operations: Required to a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices, or sugar or other operations producing combustible dusts as defined by Chapter 2	\$100.00
NCFC105.6.10 - Covered Mall Buildings: Required for (1) Placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, and similar items in the mall; (2) The display of liquid or gas-fired equipment in the mall (3) The use of open-flame or flame-producing equipment in the mall	\$100.00
NCFC 105.6.14 - Exhibits and Trade Shows: Required to operate exhibits or trade shows	\$100.00
NCFC 105.6.15 - Explosives: Required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 56. Exceptions: (1)Fireworks allowed by NCGS 14-414; (2) Storage in Group R-3 occupancies of smokeless propellant, black powder, and small arms primers for personal use, not for resale in accordance with section 5606	\$300.00
NCFC 105.6.17 (6-11) - Flammable and Combustible Liquids: (6) To operate tank vehicles, equipment, tanks, plants, terminals wells fuel dispensing stations, refineries distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or use; (7) To place temporarily out of service (for more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank; (8) To change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed; (9) To manufacture, process or refine flammable or combustible liquids; 9100 To engage in the dispensing of liquid fuels into the fuel tank of motor vehicles at commercial, industrial, governmental or manufacturing establishments; (11) To utilize a site for the dispensing of liquid fuels from a tank vehicles into the fuel tanks of motor vehicles, marine craft and other special equipment to a commercial, industrial, governmental or manufacturing establishment	\$150.00
NCFC 105.6.20 - Fumigation and Insecticidal Fogging: Required to operate a business of fumigation or insecticidal fogging, and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used	\$100.00
NCFC 105.6.27 - Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings: Required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly building	\$100.00
NCFC 105.6.37 - Private Fire Hydrants: Required for the removal from service, use or operation of private hydrants. Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private fire hydrants	\$100.00
NCFC 105.6.38 - Pyrotechnic Special Effects Materials (including Fireworks): Required for use and handling of pyrotechnics special effects materials	\$300.00
NCFC 105.6.43 - Spraying or Dipping: Required to conduct a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24	\$100.00
NCFC 105.6.42 - Temporary Membrane Structures, Tents, and Canopies (each):	\$50.00

Fee Schedule - Item	FY 2025/2026 Fee Amount
Fire Permits /Inspections Fees	
Required Construction permits as required by the 2018 North Carolina Fire Prevention Code	
NCFC 105.7.1 Automatic Fire Extinguishing Systems: A construction permit is required for installation of or modification to an automatic fire-extinguishing system. Maintenance performed in accordance with this code in not considered to a b modification and does not require a permit.	\$100.00 for the first 100 sprinkler heads, additional \$0.50 for each sprinkler head over 100
NCFC 105.7.2 Battery Systems: Required to install stationary storage battery systems having a liquid capacity of more than 50 gallons (189 L).	\$100.00
NCFC 105.7.3Compressed Gases: Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close to substantially ,modify a compressed gas system. Exception: Routine Maintenance.	\$100.00
NCFC 105.7.4 Cryogenic Fluids: Required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 106.6.11. Maintenance performed in accordance with this code is not considered to be an alteration and does not require a construction permit.	\$100.00
NCFC 105.7.5 Emergency Responder Radio Coverage System: Required for installation of or modification to emergency responder radio coverage systems and related equipment. Maintenance performed in accordance with this code in not considered to be a modification and does not require a construction permit.	\$100.00
NCFC 102.7.6 Fire Alarm and Detection Systems and Related Equipment: Required for installation of or modification to fire alarm and detection systems and related equipment. Maintenance performed in accordance with this code in not considered to be a modification and does not require a construction permit.	\$100.00 for the first 100 devices additional \$0.50 for each device over 100
NCFC 105.7.7 Fire Pumps and Related Equipment: Required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers and generators. Maintenance performed in accordance with this code in not considered to be a modification and does not require a construction permit.	\$100.00
NCFC 105.7.8 Flammable and Combustible Liquids: Required (1) To install, repair or modify a pipeline for the transportation of flammable or combustible liquids; (2) To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells fuel-dispensing stations, refineries, distilleries, and similar facilities where flammable and combustible liquids are produced, processed, transported, stored dispensed or used. Maintenance performed in accordance with this code is not considered installation, construction or alternation and does not require a construction permit. (3) TO install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank.	\$150.00
NCFC 105.7.9 Gates and Barricades across Fire Apparatus Access Roads: Required for the installation of or modification to a gate or barricade across afire apparatus access road.	\$100.00
NCFC 105.7.10 Hazardous Materials: Required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21; Exception Routine Maintenance.	\$200.00

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Fee Schedule

Department: Public Safety/Fire Marshal - Page 4 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Fire Permits /Inspections Fees	
Required Construction permits as required by the 2018 North Carolina Fire Prevention Code	
NCFC 102.7.12 LP Gas: A construction permit for installation of or modification to an LP-Gas system may be required and approved by the North Carolina Department of Agriculture and Consumer Services. Maintenance performed in accordance with this code is not considered to be a modification and does not require a permit.	NC Department of Ag and Consumer Services
NCFC105.7.13 Private Fire Hydrants: Required for the installation or modification of private fire hydrants. Maintenance performed in accordance with this code in not considered to be a modification and does not require a permit.	\$100.00
NCFC 105.7.14 Smoke Control or Smoke Exhaust Systems: Required for installation of or alteration to smoke control or smoke exhaust systems. Maintenance performed in accordance with this code in not considered to be an alteration and does not require a permit.	\$100.00
NCFC 102.7.15 Solar Photovoltaic Power Systems: Required to install or modify solar photovoltaic power systems. Maintenance performed in accordance with this code in not considered to be a modification and does not require a permit.	\$100.00
NCFC105.7.16 Spraying or Dipping: Required to install or modify a spray room, dip tank or booth. Maintenance performed in accordance with this code in not considered to be a modification and does not require a permit.	\$100.00
NCFC 105.7.17 Standpipe System: Required for the installation, modification or removal from service a standpipe system. Maintenance performed in accordance with this code is not considered to be a modification and does not require a permit.	\$100.00
NCFC 105.7.18 Temporary Membrane Structures, Tents, Canopies	\$50.00

Fee Schedule

Solid Waste Division - Page 1 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Construction & Demolition Materials; Land Clearing; Inert Debris (Includes \$2.00 NC Excise Tax)	\$67.35/ton - Minimum Charge \$5.00
Leaf and Limb / Yard Waste Materials	\$40.00/ton - Minimum Charge \$5.00
Household Trash (MSW)	\$65.00/ton
Recycling Tipping Fee	\$105/ton
Weigh Ticket (Truck wt. Only) certified	\$10.00 /per certified weight
In the unlikely event of scale malfunctions or loss of electrical power rendering the scale inoperable, the following rates will apply:	
MSW	\$12.30 per cubic yard
Recycling	\$15.35 per cubic yard
Construction Materials (Drywall, wood, etc.)	\$13.70/per cubic yard
Demolition Materials ("clean" concrete, asphalt)	\$26.30 per cubic yard
Mixed Yard Waste Materials	\$5.00 per cubic yard
Mobile Home Disposal:	
Single Wide	\$500.00 / each
Double Wide	\$700.00 / each
Container Storage Fee: (Landfill Property)	
Equipment Rental Fee for Storage Containers	\$500.00/annually
0 - 30 Size Roll-off Containers	\$300.00/ month storage fee
Tires	
County Residents (Individuals) can drop off as many as 5 tires a day. Landfill accepts tires from County Businesses ONLY with a scrap tire certification (as required by G.S. 130A-309.58(f)).	Free
Fees	
Un-Tarped Loads	\$50.00 per Occurrence
Fees are hereby waived for all General Fund departments for Solid Waste/Landfill Fees debris	

Fee Schedule

Solid Waste Division - Page 2 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Equipment Rental: (Required by FEMA)	
953-B Caterpillar Loader	\$105.00 per hour
615 Scraper Pan	\$185.00 per hour
Motor Grader	\$90.00 per hour
Backhoe	\$45.00 per hour
Roll-off Truck (w/box)	\$60.00 per hour
Notes:	
* Moore County equipment shall only be rented in extreme emergencies and only with the approval of the County Manager	
* A one-hour minimum shall apply to each use	
* Rates do not include an operator. Operator time, if applicable will be billed at \$22.00 per hour with the same one (1) hour minimum requirement	
* All equipment must remain on site at the Moore County Landfill	
* The Moore County Solid Waste Director has the right to refuse rental or use of the equipment depending upon County's current demand for same, qualifications of operator and/or job conditions	
* Person renting equipment shall be liable for all damages and repairs to equipment	

Fee Schedule

Planning & Zoning

Fee Schedule - Item	FY 2025/2026 Fee Amount
Conventional Rezoning	\$500 plus postage*
Text Amendment	\$400
Special Use Permit	\$400 plus postage*
Zoning Variance	\$200 plus postage*
Conditional Rezoning	\$600 plus postage*
Appeal from Administrative Decision	\$500 plus postage*
Special Nonresidential Intensity Allocation	\$300
Watershed Requests: Special Nonresidential Allocation; Density Averaging of Noncontiguous Parcels	\$300
Major Subdivision Preliminary Plat Conditional Use Permit Plat Revisions Final Plat Review Re-review	\$1,000 plus postage* \$100 per re-review \$50 double fees per review of final plat
Minor Plat Re-review	\$150 double fees per review
Exemption Plat Re-review	\$50 double fees per review
Major Plat Amendments (BOC review)	\$100
Improvement Guarantee Review	\$100
Zoning Sign Permit	\$50
Residential Zoning Permit	\$50
Commercial Zoning Permit Site Plan Revisions	\$150 \$100 per re-review
Zoning Verification Letter	\$30
Flood Damage Prevention Permit	\$50
ABC Permit (Zoning only)	\$30
Civil Penalty	\$100 per day
*Postage--Certified, Receipt Requested mailing to each adjacent property owner. More than one mailing may be involved.	Current USPS pricing
Wireless Communications Facility Fees:	
New Tower Application Review (per application submitted)	\$2,500
Co-location Application Review (per application submitted)	\$500

Fee Schedule

Permitting & Inspections Page 1 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Building Permits:	
New Construction (Residential & Commercial)	.30¢ per square foot
Additions/Alternations/Renovations (Residential & Commercial)	.30¢ per square foot
Modular Residential (Plumbing, Electrical, & Mechanical included) *Additions to modular not included in the base fee	\$500
Moving House Includes Plumbing, Electrical, & Mechanical *Additions to House not included in the base fee	\$500
Modular Commercial (Plumbing, Electrical & Mechanical Not Included)	\$500
Portable Carports, Portable Buildings, Etc.	\$100
Bulkheads, Piers, Docks, Retaining Walls	.30¢ per square foot
Crawl Space Encapsulation Permit	\$100
Demolition Permit (Commercial & Residential)	\$100
Change of Use Permit	\$50
Insulation Permit	\$75
Mechanical Permits:	
Residential (wiring permits may apply) - Per new unit or per unit change	\$90 includes duct work or \$65 no duct work
Commercial - (wiring permits may apply) - Per new unit or per unit change out	\$90 includes duct work or \$65 no duct work
Duct work only	\$50
Boilers	\$100
Chillers - Commercial	\$100 each
Gas Packs (Includes Gas Piping/wiring permit may apply) Per new unit or per unit change out	\$100
Other (additional (bath vents, etc.)	\$45
Refrigeration: (base fee plus \$5 per case)	\$50
Hood Systems	\$100 each
Fuel/Gas Piping Residential	\$50
Fuel/Gas Piping Commercial	\$50 per service point
Plumbing Permits:	
Residential Each Bath or 1/2 Bath	\$50
Residential kitchen and/or laundry rooms	\$50
Commercial restroom each	\$100
Additional fixture in restroom (commercial)	\$50 flat fee
Additional fixture not in restroom (commercial)	\$50 flat fee
Potable Water Connections Residential & Commercial	\$50
Water Heater Change Outs (additional wiring may apply)	\$50
Backflow Preventers, Irrigation and Sprinklers	\$50
Grease Trap	\$50
Plumbing Other (installation of sewer lines, installation of water lines, re-piping, etc.)	\$50

Fee Schedule

Permitting & Inspections Page 2 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Electrical Permits:	
Residential:	
UP to 200 Amps	\$75
Over 200 Amps	\$75 plus \$0.15 per amp over 200
Commercial	\$75 plus \$0.15 per amp
Panel Fee	\$50 each
Change of Service:	
Residential	\$75 plus \$0.15 per amp over 200
Commercial	\$75 plus \$0.15 per amp
Miscellaneous Permits:	
Manufactured Home Set Up* excludes Mechanical Permits	
Manufactured Home Set Up Permit (Singlewide)	\$100
Manufactured Home Set Up Permit (Doublewide)	\$130
Manufactured Home Set Up Permit (Triplewide)	\$160
DayCare/Group Home/Therapeutic Home	\$100
ABC/ATF Licensing Permit	\$100
Temporary Power Permit	\$100
Farm Pole/Permanent Services	\$75.00
Generator fuel gas not included	\$100
Other Electrical: (Temporary Pole, Add'l wiring, etc.)	\$60
Flood Plain Determination	\$25
Pools	\$100 (\$50 Structure/\$50 Electrical)
Signs	\$50 per sign
Sign only	\$100 per sign
Sign with electric	\$100
Elevators	
Other Services and Fees:	
Copy of Already Created Map from Plotter	\$20
Copy of Moore County Unified Development Ordinance	\$25
Copy of Plat	\$2 each
Photocopies (8.5x11 & 11x17)	.15 per page black & white, .50 per page color
Re-inspection Fees	1-5 violations \$100 6-10 violations \$150 11 or more violations \$200
If an inspection fails due to the need of manufacturer specifications, third party approval, fees will not be applied if the required information is provided by the contractor.	
Re-inspections fee will not apply to acts of God for example; weather related, unforeseen medical emergencies for example if an inspection is scheduled and the homeowner calls the same day due to sickness and the inspection cannot be completed.	
Penalty Fees	New residential or commercial construction not ready at time of inspections or same day cancellation \$250 Any permit other than new residential or commercial construction not ready at time of inspection or same day cancellation cost of permit fees.
Re-inspections fee will not apply to acts of God for example weather related, unforeseen medical emergencies; for example if an inspection is scheduled and the homeowner calls the same day due to sickness and the inspection cannot be completed.	
Agricultural Buildings: (Electrical, Plumbing, Fuel Piping permits required)	Per Fee Schedule
School Built House Construction (Built by students through high school classes)	
Waive Fees	
Permit Renewal (residential only):	Expired up to 12 Months=\$100 or cost of original permit, whichever is less. 12-24 Months = \$200 or cost of original permit, whichever is less. >24 Months = Full cost of original permit.
Failure to Obtain Permit	Double Permit Fee
Plan Review Fee (commercial) - charged for all plans submitted	\$50 + \$0.001 per sq. ft.
County Projects:	Waive Fees
In House by Employees	Per Fee Schedule
Contracted by Outside Work Force	
North Carolina Home Owners Recovery Fund	\$10.00

Fee Schedule

Transportation Services

Fee Schedule Item	FY 2025/2026 Fee Amount	
	Per Mile Rate	No Show Fee (equal to Per Mile Rate)
Department of Aging	\$2.10	Yes
Department of Social Services	\$2.39	No
Medicaid Broker fees		
ModivCare	Ambulatory Wheelchair	
0 to 3 miles flat rate	\$17.98 \$28.85	
4 to 6 miles flat rate	\$22.87 \$34.84	
7 to 10 miles flat rate	\$26.21 \$38.00	
Rate per miles over 10 miles	\$2.01 \$2.67	
MTM (flat rate and per mile)	Ambulatory Wheelchair	
	\$12.00 & \$1.70 \$30.00 & \$2.25	
Elderly & Disabled Transportation Assistance Program (EDTAP) (In City Limits)	\$4.00 each way	Yes*
Elderly & Disabled Transportation Assistance Program (EDTAP) (Outside City Limits)	\$4.00 each way	Yes*
Elderly & Disabled Transportation Assistance Program (EDTAP) (Out of County - Border)	\$7.00 each way	Yes*
Elderly & Disabled Transportation Assistance Program (EDTAP) (Out of County - Wake, CH, Durham)	\$10.00 each way	Yes*
Monarch Services (previously Pinetree Community Services)	\$2.10	Yes
Rural General Public (RGP) (In City Limits)	\$4.00 each way	Yes*
Rural General Public (RGP) (Outside City Limits)	\$4.00 each way	Yes*
Rural General Public (RGP) (Out of County (Border))	\$7.00 each way	Yes*
Rural General Public (RGP) (Out of County (Wake, CH, Durham))	\$10.00 each way	Yes*
A-Pines Line (Fixed Route)	\$4.00 each way	N/A
Boys & Girls Club of the Sandhills	\$62 flat rate per day	No
Mailing of purchased tokens	Current USPS certified postage rate	
*EDTAP & RGP no show fees will be charged the same as a rider fee.		
Non-Client Transport Fee (back to place of residence)	\$50.00 one way	effective October 1, 2013 BOC Approval

Fee Schedule

Information Technology (GIS)

Fee Schedule - Item	FY 2025/2026 Fee Amount
Copy of Already Created Map up to 42 x 48 (no ortho)	\$20
Copy of Already Created Map up to 42 x 48 ortho	\$50
GIS Maps Custom Request	\$25 minimum
	\$25 per half-hour
	One custom request includes one printed map 8.5 x 11, 11 x 17, or up to 42 x 48 no ortho. Larger than 11 x 17 ortho will have the minimum \$50 charge applied.
Street Atlas	\$20
GIS Training Fees per class day	\$350
Road Name Change	\$250
Road Name Removal	\$250
Removal of Road Right-of-Way Application	\$1,000 plus postage
Advertising to Add, Remove or Abandon NCDOT Roads	\$75

Fee Schedule

Cooperative Extension

Fee Schedule - Item	FY 2025/2026 Fee Amount
Aerator Rental (Excludes Sales Tax)	\$100 First Day, \$75 Second Day, \$50 Third day and each additional day. Additional sales tax of 7% applies unless there is proof of tax exemption status.
Cattle Chute (Excludes Sales Tax)	\$35.00 for the first day and \$25.00 per day thereafter until 5:00 pm on the designated due date; plus a late fee of \$30 per day for every day if returned after 5:00 pm of the due date. If not cleaned an additional fee of \$50 will be assessed. Additional sales tax of 7% applies unless there is proof of tax exemption status.
Portable Corral System (Excludes Sales Tax)	\$35.00 per day for the first two days and \$25.00 per day thereafter until 5:00 pm of the designated due date; plus a late fee of \$30 per day if returned after 5:00 pm of the due date. Additional sales tax of 7% applies unless there is proof of tax exemption status.
Master Gardener Training (Excludes Sales Tax)	\$80.00-\$150.00
Extension/Master Gardner Farm Tour	\$10.00/car
Visit NC Farm Mobile App (Excludes Sales Tax)	\$72.00-\$120.00/Year/Participating Farms & Businesses
Family & Consumer Sciences Food Preservation & Cooking Skills Classes (Excludes Sales Tax)	\$10.00-\$75.00
Food Safety Classes for Food Service Industry (Excludes Sales Tax)	\$90.00-\$140.00
Family & Consumer Sciences Nutrition and Education Kits	\$50.00-\$125.00 per Kit (this includes shipping)
Farm-City Banquet Ticket	\$25.00-\$60.00 per ticket
4-H Day Camps	\$20.00-\$110.00 (depending on camp)
4-H Residential Camps	\$140-\$545 (cost varies depending on available need-based scholarships)
4-H Teen Retreats	\$15.00-\$75.00
4-H State Council and Congress	\$75.00-\$200.00
4-H Horse Program-Contest Entry Fees	\$12.00 -\$30.00/per entry Fees vary according to entry fees for each contest and number of contests entered
4-H Horse Showmanship Camps	\$650.00

Fee Schedule

Soil & Water Conservation

Fee Schedule - Item	FY 2025/2026 Fee Amount
COUNTY REIMBURSED FEES:	
Topographical copies, historic aerial photo copies	\$1.00
8 x 11 GIS printed map - topos or orthos	\$2.00
11 x 17 GIS printed map - topo or orthos	\$5.00
Scanning maps	\$3.00
DISTRICT REIMBURSED FEES:	
Drill Rentals - acres - 30 days past due 1.5% per month (Excludes Sales Tax) \$100.00 minimum	\$15.00
Brillion Seeder - acres - 30 days past due 1.5% per month (Excludes Sales Tax) \$100.00 minimum	\$15.00
Trees (Excludes Sales Tax)	Varies/packet
Nesting Boxes (each)	\$30.00

Fee Schedule**Child Support**

Fee Schedule - Item	FY 2025/2026 Fee Amount
Application Fee- Amount set by the State Office of Child Support	Set by State
Court costs established by the Administrative Office of the Courts	Set by State
Paternity Testing Fees - Testing cost set through State level contract between State and the approved testing laboratory.	Set by State

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Fee Schedule**Youth Services**

Fee Schedule - Item	FY 2025/2026 Fee Amount
Teen Court Summit	\$25 per participant

Fee Schedule

Aging

Fee Schedule - Item	FY 2025/2026 Fee Amount
In Home Aide Services	Consumer contribution
Nutrition Services	Consumer contribution
Transportation Services	Consumer contribution
The Point Newsletter	\$5 for year subscription
Day trips and programs	varies (enough to cover costs)
Fitness Room	\$2 per visit, or \$20 for 11 visits, \$40 for 22 visits
Fitness Classes	\$2 per class
Event Table Rental, (Sales Tax Included in Cost)	\$25 per table
Craft Fair Concessions, (Sales Tax Included in Cost)	prices vary \$.50-\$5.00
T-Shirt Sales	prices vary \$10.00-\$12.00
Ensure Products	Prices vary by size \$17.00 - \$28.00
Local Fax- Customer provides the copies	\$0.50 per page
Local Fax- We provide copies to be faxed	\$1.00 per page
Long Distance Fax- Customer provides copies to be faxed	\$3.00-1st page \$1.00-each additional page
Long Distance Fax- We provide copies to be faxed	\$3.00 - 1st page \$2.00 each additional page
Copies	\$.15/page, \$.50/page color
Sponsorship Dollars from private enterprises - Donations for a specific purpose	Ranging from \$25.00 to \$1,000
Calendars	\$10.00

Fee Schedule

Library**

Fee Schedule - Item	FY 2025/2026 Fee Amount
Photocopies	\$0.15/page (letter and legal-size); \$0.50/page (ledger-size); COLOR \$0.50/page
Overdues (Internet backpack and Regional hotspot fees reimbursed to the Sandhill Regional Library System)	\$2.00/day DVD's; \$5.00/day overhead projector; \$5.00/day slide projector; \$5.00/day projector screen; \$2.00/day Nook e-readers; \$2/day Internet backpacks; \$2/day Internet Hotspots
Replacement for lost library cards	\$1.00
DVD Rental (two nights) (cost is reimbursed to Sandhill Regional Library System) (Other than TV Series or Educational)	\$1.00
TV Series DVD Rental- (1 week) (cost is reimbursed to Sandhill Regional Library System)	\$1.00
Educational DVD section - 2 weeks	Free
Temporary (non-resident) and non-resident library cards	\$10.00/year
Lost or damaged materials and equipment (Internet Backpack and Regional Hotspot equipment costs reimbursed to the Sandhill Regional Library System)	Replacement cost
Faxes (reimbursed to the Sandhill Regional Library System)	\$1.00/copy
Returning Internet Backpacks or Regional Hotspots to Book Drop (reimbursed to the Sandhill Regional Library System)	\$5.00 Fine
Returning County Internet Hotspot to the Book Drop	\$5.00 Fine
Returning Wonderbooks to the Book Drop	\$5.00 Fine
Special Events and Items	Cost to be set by County Manager
**Fees are set by the Sandhill Regional Library System and are subject to change during the fiscal year.	

Fee Schedule

Parks & Recreation - Page 1 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Youth Athletics	\$20-\$110 plus \$10 -Late Fee after registration deadline
Senior Athletics	\$35-\$45 Out of County registration \$10- Late Fee after registration deadline
Adult Athletics	\$20-\$45 Out of County registration \$10- Late Fee after registration deadline
Pickleball Open Gym Fee (Sunday Rate)	\$2.00 per person
Sports Complex Baseball/Softball Fields Rental	Hourly \$30.00 per field no lights. Hourly \$40.00 per field w/lights. \$200.00 per day per field. \$20.00 additional per hour for lights-per field; \$25 per drag of additional field (plus \$50 Daily Clean Up Fee)
Pavilion at Sports Complex	Minimum Rental: \$40 for 2 hours, (\$10 each additional hour)
Parks and Recreation Tournament Admission	\$5.00 Age 13 and up \$2.00 12 & under
Davis Ball Field	\$100 Per Day
Multipurpose Room - Weekday (Monday - Sunday) rental - Sports Complex	\$100/ two hours
Multipurpose Room - Additional hours - Sports Complex	\$40/ hour
Security/Damage Deposit (required for ALL Renters) Multi-purpose room / 2 week turn around for deposit refund check to be issued	\$75/ day
Gymnasium - Weekday (Monday - Thursday) rental- per court - Sports Complex	\$150/ two hours
Gymnasium - Weekend (Friday - Sunday) rental - per court - Sports Complex	\$200/ two hours
Gymnasium - Additional hours - Sports Complex	\$65/ hour
Security/Damage Deposit (required for ALL Renters) Gymnasium / 2 week turn around for deposit refund check to be issued	\$75/ day

Fee Schedule

Parks & Recreation, Page 2 of 2

Fee Schedule - Item	FY 2025/2026 Fee Amount
Multipurpose Room & Gymnasium combo - Weekday (Monday - Thursday) rental - Sports Complex -- 1 court	\$225/ two hours
Multipurpose Room & Gymnasium combo - Weekend (Friday - Sunday) rental - Sports Complex - 1 court	\$280/ two hours
Multipurpose Room & Gymnasium combo - Weekday (Monday - Thursday) rental - Sports Complex -- 2 court	\$450/ two hours
Multipurpose Room & Gymnasium combo - Weekend (Friday - Sunday) rental - Sports Complex -- 2 court	\$560/ two hours
Multipurpose Room & Gymnasium combo - Additional Hours - Sports Complex	\$100/ hour
Security/Damage Deposit (required for ALL Renters) Multipurpose Room & Gymnasium 2 week turn around for deposit refund check to be issued	\$150/day
Tournament Rental - Gymnasium - Weekday (Monday - Thursday) rental - Sports Complex	\$680/ day
Tournament Rental - Gymnasium - Weekend (Friday- Sunday) rental - Sports Complex	\$850/ day
Tournament Rental - Multi-purpose and Gymnasium combo- Weekday (Monday - Thursday) rental - Sports Complex	\$900/ day
Tournament Rental - Multi-purpose and Gymnasium combo- Weekend (Friday - Sunday) rental - Sports Complex	\$1125/ day
Deposit (required for ALL Renters) Tournament / Liability Insurance is REQUIRED / 2 week turn around for deposit refund check to be issued	\$225/ event
Additional Fee (Required for ALL renters) Cleaning fee - fee when hosting tournaments	\$50/ day
Additional Fee (Required for ALL renters) Vendor/Exhibitor - per vendor- fee **No outside vendors will be allowed for concession sales**	\$25/ each
Sponsorship- All Youth Team Sports	\$100 Per Team
Chairs - only available on site	\$1.50/ chair set up by renter \$3.00/ chair set up by P&R staff
Tables - only available on site	\$3.00/ table set up by renter \$6.00/ table set up by P&R staff
Sign Advertising	\$375/sign - Outfield (new) \$175/sign - Outfield (renewal) \$200 Outfield (recover)
Processing Fee for Refunds	\$5
Concessions:	
Items vary (Sales Tax Included in Cost)	\$0.25-\$5.00

Fee Schedule

Social Services

Fee Schedule - Item	FY 2025/2026 Fee Amount
ADOPTION FEE SCHEDULE:	
Pre-Placement Assessment Fee for one child	\$1,600
Pre-Placement Assessment Fee for each additional child	\$50
Pre-Placement Assessment Update Fee	\$350
Fee for preparation of the Report to the Court on relative adoptions for a non DSS child	\$260
Fee for preparation of the Report to the Court (relative adoptions - each additional child)	\$75
Post Adoption Services Fee (Per Hour Fee)	\$75
CONFIDENTIAL INTERMEDIARY FEE SCHEDULE:	
Confidential Intermediary Agreement Initial Search Fee	\$250
Confidential Intermediary Search Fee for searches that exceed 90 days (Per Hour Fee)	\$75
HOME STUDY FEE:	\$250
REDUCED FEES: Applies to Adoption, Confidential Intermediary, & Home Study Fees	
Families who have a verified gross family income of \$25,000 - \$35,000	75% of Total Costs
Families who have a verified gross family income of \$20,000 - \$24,999	50% of Total Costs
Families who have a verified gross family income of \$15,000 - \$19,999	25% of Total Costs
Families with the Head of Household that is TANF eligible or a SSI recipient	Free of Charge

Fee Schedule Health (Clinical Services)	
Fee Schedule - Item	FY 2025/2026 Fee Amount
On August 12, 2000 the Board of Commissioners adopted a Resolution allowing the Moore County Health Department to adjust fee schedules based on cost effectiveness, service accessibility, and/or to compensate for changes in Federal, State and private insurance reimbursement. The detailed fee schedule will be posted on the Health Department website and available at the Health Department upon request.	See Health Department Website or Health Department for more information on Fees

Fee Schedule

Environmental Health Page 1 of 3

Fee Schedule

FY 2025/2026 Fee Amount

I. Sewage Disposal and Treatment Systems:

<u>System Classifications</u>	<u>Private System</u>		<u>Other System (6+ Bedrooms)</u>	<u>Expansion/Relocation</u>
	<u>1-3 Bedrooms</u>	<u>4-5 Bedrooms</u>		
Type I-III System Permit	\$450.00	\$613.00	\$1,048.00	\$250.00
Type IV-VI System Permit	\$1,172.00	\$1,172.00	\$1,391.00	NA
Additional Fees:				
1. Site Re-visit (required when site not prepared per new application instructions)				\$100.00
2. Consultative Visit (initiated by owner or representative)				\$100.00
3. Existing System Inspection				\$100.00
4. Re-Issue Permit (name change only)				No Charge
5. Re-Issue Permit (redraw or engineered flow reduction)				\$50.00
6. Re-Issue Permit (redraw/site visit)				\$150.00
7. Septic System Repair				No Charge

Environmental Health Page 2 of 3

Fee Schedule - Item

FY 2025/2026 Fee Amount

II. Private Water Supplies

1. New Well Permit/well panel kit (Includes bacteriological, inorganic, nitrates and nitrites)	\$250.00
2. New Well Permit for wells not requiring testing (irrigation, agriculture and geothermal wells)	\$100.00
Sampling-Must be in conjunction with well inspection fees to be paid prior to visit:	
3. Inorganic Chemical Analysis Kit	\$125.00
4. Bacteriological Analysis Kit	\$50.00
5. Nitrate Analysis Kit	\$50.00
6. VOC/Petroleum Kit	\$125.00
7. Existing Well Inspection and/or Consultative Visit or Re-visit	\$25.00
8. Pesticide	\$125.00
9. Petroleum	\$125.00
10. Other	Cost of sample kit

III. Public Swimming Pools

1. Annual Permit Fee (Per pool, spa, splash pad, and wading pool)	\$200.00
2. Pool Plan Review (Per pool, spa, splash pad, and wading pool)	\$300.00
After two denials, a resubmission fee will be required	
Consultative/Re-Inspection for Permit	\$100.00
Plan Review Resubmission Fee	\$150.00

IV. Tattoos

1. Tattoo Permit	\$250.00
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V. Food Service Establishments

1. Food Service Plan Review	\$250.00
2. Temporary Food Establishment Permit	\$75.00
3. Limited Food Service Establishment Permit	\$75.00
4. Transitional Permit/Remodel	\$100.00
5. Inspection of Facilities Not Mandated by the Department of Health and Human Services	\$100.00

VI. Other

1. Photocopies per copy	\$0.15
2. Return Check Fee	\$25.00 Per NC General Statute



County of Moore
Environmental Health Department
 1042 Carriage Oaks Drive • PO Box 279
 Carthage, NC 28327



Permitting Pathway Options

Permit Paths		Permitting Authority	Responsibilities	County Fees	Turn Around Time (upon receipt by EHD)
1	Traditional County Permitting	Local Environmental Health Department	100% Local Environmental Health Department	Normal Permitting Fees	Varies from County to County but, contact local EHD to receive up-to-date timeframe.
2	G.S. 130A-335 (a2) IP	Local Environmental Health Department	Local EHD is responsible for system design, permitting, inspections, and record keeping. Soil Scientist is responsible for providing necessary soils and site information	75% of Normal Permitting Fees (25% discount)	Improvement Permit only within 5 Business Days
3	G.S. 130A-335 (a2) IP/CA	Local Environmental Health Department	Local EHD is responsible for permitting, inspections, and record keeping. AOWE is responsible for providing necessary soils, site, and design information	40% of Normal Permitting Fees (60% discount)	Improvement Permit and Construction Authorization within 5 Business Days
4	AOWE	Licensed Soil Scientist	Soil Scientist is responsible for all permitting aspects. Local EHD acts as record keeper only.	Flat Fee \$35.00	Once application is received
5	Engineered Option Permit (EOP)	Professional Engineer	Engineer is responsible for all permitting aspects. Local EHD acts as record keeper only.	Flat Fee \$35.00	Once application is received

Updated September 2023

Public Works (Water Pollution Control Plant)

Fee Schedule - Item	FY 2025/2026 Fee Amount
Flow Rates for Municipalities	\$3.73/1000 gallons
Flow Rates for Camp Mackall	\$6.26 per 1000 gal plus a Monthly fee of \$3,021.52
Flow Rates for Approved Out of County (Hoffman/ATF via Aberdeen)	\$6.68 per 1000 gallons
Septic Tank Haulers (Domestic)	\$50.00 per 1000 gal \$.05/gal over 1000
Septic Tank Haulers (Camp Mackall and Hoffman)	\$100.00 per 1000 gal \$0.10/gal over 1000
Septic Tank Haulers (Industrial)	\$130.00 per 1000 gal
Utility Right of Way Cleaning	\$60 per man hour
Clean Up Fee, Septic Hauler	\$75.00 per occurrence
Pretreatment	
Initial Permit Fee	\$100.00
Permit Renewal Fee	\$35.00
Annual inspection Fee	\$70.00
Permit Violation or Unpermitted Discharge. The Notice of Violation assessed penalty fee is subject to the Moore County Enforcement Response Plan (ERP).	\$0 to \$25,000 per day, per violation
Fats, Oil and Grease	
Annual inspection fee	\$75.00
Reporting, Paperwork or Maintenance Violation per the Sewer Use Ordinance (SUO). Penalties shall be assessed based on severity of the violation and/or any factors contributing to blockage or overflow of sanitary sewer.	\$0 to \$25,000 per day , per violation
Lab Sample Analyses	
Ammonia	\$22.00
BOD (Biochemical Oxygen Demand)	\$42.00
Cadmium	\$25.00
Chromium	\$25.00
COD (Chemical Oxygen Demand)	\$30.00
Copper	\$25.00
Cyanide	\$46.00
Fecal Coliform	\$29.00
Lead	\$25.00
MBAs (Methylene Blue Active Substances)	\$55.00
Missed Sampling Event	\$30.00
Mercury 1631	\$325.00
Nickel	\$25.00
Nitrate/Nitrite	\$30.00
Nitrogen	\$55.00
Oil & Grease	\$50.00
pH	\$12.00
Total Phosphorous	\$26.00
Silver	\$25.00
TKN (Total Kjeldahl Nitrogen)	\$26.00
TSS (Total Suspended Solids)	\$15.00
Zinc	\$25.00
OCPSF (Organic Chemical, Plastics & Synthetic Fibers)	\$513.00
TTO (Total Toxic Organics)	\$763.00

Fee Schedule

Public Works - Public Utilities Division Page 1 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Monthly Base Rates for Water	
3/4 inch meter	\$11.78
1 inch meter	\$14.72
1.5 inch meter	\$16.04
2 inch meter	\$25.89
3 inch meter	\$94.11
4 inch meter	\$119.28
6 inch meter	\$178.17
*Water Residential Commodity Charges	
Charge per 1000 gallons (0 - 2000 gallons)	\$3.85
Charge per 1000 gallons (2001 - 4000 gallons)	\$5.03
Charge per 1000 gallons (4001 - 8000 gallons)	\$5.80
Charge per 1000 gallons (8001 - 12000 gallons)	\$6.28
Charge per 1000 gallons (12001 + gallons)	\$8.80
*Water Residential Commodity Charges (MCPU-High Falls, Robbins, West Moore)	
Charge per 1000 gallons (0 - 2000 gallons)	\$5.65
Charge per 1000 gallons (2001 - 4000 gallons)	\$6.98
Charge per 1000 gallons (4001 - 8000 gallons)	\$7.81
Charge per 1000 gallons (8001 - 12000 gallons)	\$8.37
Charge per 1000 gallons (12001 + gallons)	\$9.77
Sewer Residential Commodity Charges	
Charge per 1000 gallons (0 - 2000 gallons)	\$5.36
Charge per 1000 gallons (2001 - 4000 gallons)	\$6.55
Charge per 1000 gallons (4001 - 8000 gallons)	\$7.31
Charge per 1000 gallons (8001 - 12000 gallons)	\$7.81
Charge per 1000 gallons (12001 + gallons)	\$10.33
Monthly Base Rates for Sewer	
3/4 inch meter	\$13.78
1 inch meter	\$16.72
1.5 inch meter	\$18.17
2 inch meter	\$28.02
3 inch meter	\$96.22
4 inch meter	\$121.39
6 inch meter	\$180.29
Unmetered Sewer Monthly Fee	\$85.84
Monthly Base Rates for Irrigation	
3/4 inch meter	\$11.78
1 inch meter	\$14.72
1.5 inch meter	\$16.04
2 inch meter	\$25.89
3 inch meter	\$94.11
4 inch meter	\$119.28
6 inch meter	\$178.17

Fee Schedule

Public Works - Public Utilities Division Page 2 of 4

Fee Schedule - Item		FY 2025/2026 Fee Amount			
**Water (Domestic & Irrigation) Connection Fees					
**Developer installed connections are not required to pay the Tap portion. The SDF, MSF and Admin Fee apply	Tap	SDF	MSF	Admin Fee	Total FCCF
Water Fee - 3/4 inch meter	\$1,183	\$1,573	\$370	\$50	\$3,176
Water Fee - 1 inch meter	\$1,183	\$3,933	\$475	\$50	\$5,641
Water Fee - 2 inch meter	\$1,624	\$12,584	\$3,032	\$50	\$17,290
Water Fee - 3 inch meter	At Cost	\$25,168	At Cost	\$50	At cost + \$25,218
Water Fee - 4 inch meter	At Cost	\$39,325	At Cost	\$50	At cost + \$39,375
Water Fee - 6 inch meter	At Cost	\$78,650	At Cost	\$50	At cost + \$78,700
Irrigation Fee - 3/4 inch meter	\$1,183	\$1,573	\$370	\$50	\$3,176
Irrigation Fee - 1 inch meter	\$1,179	\$3,933	\$475	\$50	\$5,637
Irrigation Fee - 2 inch meter	\$1,624	\$12,584	\$3,032	\$50	\$17,290
Irrigation Fee - 3 inch meter	At Cost	\$25,168	At Cost	\$50	At cost + \$25,218
Irrigation Fee - 4 inch meter	At Cost	\$39,325	At Cost	\$50	At cost + \$39,375
Irrigation Fee - 6 inch meter	At Cost	\$78,650	At Cost	\$50	At cost + \$78,700
**Sewer Connection Fees	Tap	SDF		Admin Fee	Total FCCF
**Developer installed connections are not required to pay the Tap portion. The SDF and Admin Fee apply					
Sewer Fee - 3/4 inch meter	\$1,473	\$2,414	0	\$50	\$3,937
Sewer Fee - 1 inch meter	\$1,473	\$6,035	0	\$50	\$7,558
Sewer Fee - 2 inch meter	\$1,473	\$19,312	0	\$50	\$20,835
Sewer Fee - 3 inch meter	At Cost	\$38,624	0	\$50	At cost + \$38,674
Sewer Fee - 4 inch meter	At Cost	\$60,350	0	\$50	At cost + \$60,400
Sewer Fee - 6 inch meter	At Cost	\$120,700	0	\$50	At cost + \$120,750
Sewer taps more than 8 feet deep shall be charged at cost	At Cost	See above		\$50	Tap cost + SDF + Admin
Fire Main Connection- all sizes					At Cost
**Repair Fees are imposed if any additional work is required to provide a service connection					
Repair Fee 3/4" service				Min \$125	Max Cannot exceed tap fee
Repair Fee 1" service				Min \$125	Max Cannot exceed tap fee
Repair Fee 2" service				At Cost	Max Cannot exceed tap fee
Repair Fee Sewer				At Cost	Max Cannot exceed tap fee

Fee Schedule

Public Works - Public Utilities DivisionPage 3 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Irrigation Commodity Charges	
Charge per 1000 gallons (0 - 4000 gallons)	\$5.96
Charge per 1000 gallons (4001 + gallons)	\$9.07
Water Commercial Commodity Charges	
Charge per 1000 gallons (0 - 4000 gallons)	\$5.33
Charge per 1000 gallons (4001 - 8000 gallons)	\$6.23
Charge per 1000 gallons (8001 + gallons)	\$7.53
Water Commercial Commodity Charges (MCPU-High Falls, Robbins, West Moore)	
Charge per 1000 gallons (0 - 4000 gallons)	\$6.94
Charge per 1000 gallons (4001 - 8000 gallons)	\$8.00
Charge per 1000 gallons (8001 + gallons)	\$9.25
Sewer Commercial Commodity Charges	
Charge per 1000 gallons (0 - 4000 gallons)	\$6.87
Charge per 1000 gallons (4001 - 8000 gallons)	\$8.18
Charge per 1000 gallons (8001 + gallons)	\$9.07
Bulk Water Charge	
Monthly Base Charge Up to 15 units additional \$6.63 per unit per mo thereafter	\$179.15
Charge per 1000 gallons	\$7.40
Bulk Sewer Charge NEW ITEMS (BULK SEWER)	
Monthly Base Charge Up to 15 units additional \$6.63 per unit per mo thereafter	\$211.61
Charge per 1000 gallons	\$8.01
Service Charge (to establish account - new and transfers)	\$26.50
Meter Verification Request/Independent Testing	At Cost
Returned Check Fee	\$25.00 Per NC General Statute
Late Fee (applied to any balance \$5.01 or greater)	\$10.00
Domestic Water Adjustment Charge (Per 1,000 gallons)	Lowest commodity charge for residential water
Commercial Water Adjustment Charge (Per 1,000 gallons)	Lowest commodity charge for commercial water
Irrigation Water Adjustment Charge (per 1,000 gallons)	Lowest commodity charge for irrigation
Domestic Sewer Adjustment Charge (Per 1,000 gallons)	Lowest commodity charge for residential sewer
Commercial Sewer Adjustment Charge (Per 1,000 gallons)	Lowest commodity charge for commercial sewer
Fats, Oils and Grease (FOG) Annual Inspection Fee (Performed by MCPU Personnel)	\$75.00
Fire Protection Fees (private - based on size of connection)	
4 inch	\$3.37/month
6 inch	\$5.12/month
8 inch	\$7.22/month
10 inch	\$9.67/month

Fee Schedule

Public Works - Public Utilities Division Page 4 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Non-Payment Fee	\$40.00
Disconnection/Reconnection (including inspections/service changes)	\$25.00
Property Owner Deposit Fee with Gov issued ID	\$100.00
Tenant Deposit Fee with Gov issued ID	\$200.00
Meter Data Profiles (More than 2 per year) Extra Expense Required	\$30.00
Property/Equipment Damage	At Cost
Relocation of appurtenances	At Cost
Service Call	Minimum \$75.00
Installation of new appurtenances	At Cost
Street Cut Repair Fee	At Cost
Vac Truck - Hourly Rate	\$300.00
Backhoe - Hourly Rate	\$100.00
Mini Excavator - Hourly Rate	\$100.00
Sewer Camera - Hourly Rate	\$100.00
Line Stop Equipment - Hourly Rate	\$100.00
Rodder/Jetter - Hourly Rate	\$50.00
Tapping Machine - Hourly Rate	\$100.00
Valve Exercise Machine - Hourly Rate	\$50.00
Pneumatic Boring Tool - Hourly Rate	\$50.00
Trailer Mounted Air Compressor - Hourly Rate	\$50.00
Crane Truck - Hourly Rate	\$125.00
"Small" Dump Truck, Flatbed - Hourly Rate	\$75.00
Large Dump Truck - Hourly Rate	\$100.00
Dump Trailer - Hourly Rate	\$75.00
Trailer - Hourly Rate	\$50.00
Hydrant Meter - Deposit	\$800.00
-Rental Fee (Weekly)	\$75.00
-Usage	Bulk Water Rates
-Relocation	\$50.00
Employee Labor - Hourly Rate (includes vehicle cost)	\$30.00
Employee Labor - Overtime Hourly Rate (includes vehicle cost)	\$45.00
Railroad Permit Annual Fee	\$300.00
Cross Connection Control Fees	
Willful Violation	\$500/day, not to exceed \$10,000
Non Willful Violation	\$250/day, not to exceed \$5,000
Failure to submit testing records/submitting false testing records	Up to \$500
Failure to maintain or test backflow assemblies	\$200 per day
Failure to comply to written notice regarding any potential cross connection	\$500.00
Disconnection of service for CC non-compliance	\$40.00
Disconnection of service for CC non-compliance 2nd offense	\$150.00
Engineering Fees	
Letter of Intent (projects of 10 or less Residential Equivalent Units)	\$70.00
Letter of Intent (projects greater than 10 Residential Equivalent Units)	\$135.00
Preliminary Plan Review	\$190.00
Construction Phase Review (per Residential Equivalent Unit)	\$35.00
Warranty Issues Fine	\$100.00/day
Deed of Dedication - Recordation	\$26.00
Recordation of plat	\$21.00
Modeling fee per scenario - Water	\$200.00
Modeling fee per scenario - Sewer	\$200.00
Hydrant Flow Test	\$150.00
Copier Costs	
Photocopies 8x11, 8x14 or 11x17	\$.15 per Sheet, \$.50/Color
Plans or maps	Per County Wide Fee Schedule/IT Fee Schedule

Fee Schedule

Property Management

Fee Schedule - Item	FY 2025/2026 Fee Amount
Davis Community Center	\$200 deposit; \$50 for 2 hours; \$20 each additional hour
Agriculture Center	\$200 deposit; \$40/hour for 1/2 auditorium \$80/hour for full auditorium
Add-Ons	\$50 Davis Picnic Shelter Agricultural Center Only: \$35 Audio Visual (per day) \$80 for use of Kitchen (per day) Add-Ons are non-refundable
All other County Facilities	\$200 deposit; Rate to be determined by Administration.
**NOTE: Events that have been secured prior to the end of the fiscal year use the fee schedule at the time the deposit was secured.	

Fee Schedule

Emergency Medical Services

Fee Schedule - Item	FY 2025/2026 Fee Amount
Basic Life Support (Non-emergent)	\$425.00
Basic Life Support (Emergent)	130% above Medicare Fee Schedule
Advanced Life Support (Non-emergent)	\$425.00
Advanced Life Support (Emergent)	130% above Medicare Fee Schedule
Advanced Life Support - Level 2	130% above Medicare Fee Schedule
Loaded Mileage	130% above Medicare Fee Schedule
Treatment with no Transport	\$100.00
Itemized Supply Charges	
ALS Disposables	\$100.00
BLS Disposables	\$60.00
Oxygen	\$50.00
IV Supplies	\$50.00
Road Sign Fees	
Road Signs - Single Blade Roadsign installation & supplies	\$250.00
Road Signs - Multiple Blade Roadsign installation & supplies	\$300.00

2288

Fee Schedule	
E-911 Telephone Fund	
Fee Schedule - Item	FY 2025/2026 Fee Amount
Fee Consistent with the rate as set by the State of North Carolina that the County receives through PSAP Revenues that consists of the telephone line cost	As set by State Ordinance

Fee Schedule**Human Resources/Risk Management**

Fee Schedule - Item	FY 2025/2026 Fee Amount
Employees in Motion Fitness Program Participation Fees	Varies based on Program

Fee Schedule**Day Reporting**

Fee Schedule - Item	FY 2025/2026 Fee Amount
Cognitive Behavioral Intervention class participant charged for replacement curriculum books. (Replacement costs reimbursed to the Moore County Day Reporting Center).	Replacement cost may vary. Participant charged for actual cost of the book.

Fee Schedule

Public Works - East Moore Water District Page 1 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Monthly Base Rate for East Moore Water District (including irrigation)	
3/4 inch meter	\$30.55
1 inch meter	\$34.40
2 inch meter	\$52.06
4 inch meter	\$250.83
*Water Residential Commodity Charges	
Charge per 1000 gallons (0 - 2000 gallons)	\$3.86
Charge per 1000 gallons (2001 - 4000 gallons)	\$5.04
Charge per 1000 gallons (4001 - 8000 gallons)	\$5.81
Charge per 1000 gallons (8001 - 12000 gallons)	\$6.29
Charge per 1000 gallons (12001 + gallons)	\$8.82

Fee Schedule

Public Works - East Moore Water District Page 2 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount				
	Tap	SDF	MSF	Admin Fee	Total FCCF
**East Moore Water (Domestic & Irrigation) Connection Fees					
**Developer installed connections are not required to pay the Tap portion. The SDF, MSF and Admin Fee apply					
Water Fee - 3/4 inch meter	\$1,183	\$758	\$370	\$50	\$2,361
Water Fee - 1 inch meter	\$1,183	\$1,895	\$475	\$50	\$3,603
Water Fee - 2 inch meter	\$1,624	\$6,064	\$3,032	\$50	\$10,770
Water Fee - 3 inch meter	At Cost	\$12,128	At Cost	\$50	At cost + \$12,178
Water Fee - 4 inch meter	At Cost	\$18,950	At Cost	\$50	At cost + \$19,000
Water Fee - 6 inch meter	At Cost	\$37,900	At Cost	\$50	At cost + \$37,950
Irrigation Fee - 3/4 inch meter	\$1,183	\$758	\$370	\$50	\$2,361
Irrigation Fee - 1 inch meter	\$1,179	\$1,895	\$475	\$50	\$3,599
Irrigation Fee - 2 inch meter	\$1,624	\$6,064	\$3,032	\$50	\$10,770
Irrigation Fee - 3 inch meter	At Cost	\$12,128	At Cost	\$50	At cost + \$12,178
Irrigation Fee - 4 inch meter	At Cost	\$18,950	At Cost	\$50	At cost + \$19,000
Irrigation Fee - 6 inch meter	At Cost	\$37,900	At Cost	\$50	At cost + \$37,950
Fire Main Connection- - all sizes					
					At Cost
**Repair Fees are imposed if any additional work is required to provide a service connection					
Repair Fee 3/4" service				Min \$125	Max Cannot exceed tap fee
Repair Fee 1" service				Min \$125	Max Cannot exceed tap fee
Repair Fee 2" service				At Cost	Max Cannot exceed tap fee
Repair Fee Sewer				At Cost	Max Cannot exceed tap fee

Fee Schedule

Public Works - East Moore Water District Page 3 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Irrigation Commodity Charges	
Charge per 1000 gallons (0 - 4000 gallons)	\$5.96
Charge per 1000 gallons (4001 + gallons)	\$9.07
Water Commercial Commodity Charges	
Charge per 1000 gallons (0 - 4000 gallons)	\$5.33
Charge per 1000 gallons (4001 - 8000 gallons)	\$6.23
Charge per 1000 gallons (8001 + gallons)	\$7.53
Bulk Water Charge	
Monthly Base Charge Up to 15 units additional \$6.63 per unit per mo thereafter	\$179.15
Charge per 1000 gallons	\$7.40
Other Fees	
Service Charge (to establish account - new and transfers)	\$26.50
Meter Verification Request/Independent Testing	At Cost
Returned Check Fee	\$25.00 Per NC General Statute
Late Fee (applied to any balance \$5.01 or greater)	\$10.00
Domestic Water Adjustment Charge (Per 1,000 gallons)	Lowest commodity charge for residential water
Commercial Water Adjustment Charge (Per 1,000 gallons)	Lowest commodity charge for commercial water
Irrigation Water Adjustment Charge (per 1,000 gallons)	Lowest commodity charge for irrigation
Fats, Oils and Grease (FOG) Annual Inspection Fee (Performed by MCPU Personnel)	\$75.00
Fire Protection Fees (private - based on size of connection)	
4 inch	\$3.37/month
6 inch	\$5.12/month
8 inch	\$7.22/month
10 inch	\$9.67/month

Fee Schedule

Public Works - East Moore Water District Page 4 of 4

Fee Schedule - Item	FY 2025/2026 Fee Amount
Non-Payment Fee	\$40.00
Disconnection/Reconnection (including inspections/service changes)	\$25.00
Property Owner Deposit Fee with Gov issued ID	\$100.00
Tenant Deposit Fee with Gov issued ID	\$200.00
Meter Data Profiles (More than 2 per year) Extra Expense Required	\$30.00
Property/Equipment Damage	At Cost
Relocation of appurtenances	At Cost
Service Call	Minimum \$75.00
Installation of new appurtenances	At Cost
Street Cut Repair Fee	At Cost
Vac Truck - Hourly Rate	\$300.00
Backhoe - Hourly Rate	\$100.00
Mini Excavator - Hourly Rate	\$100.00
Sewer Camera - Hourly Rate	\$100.00
Line Stop Equipment - Hourly Rate	\$100.00
Rodder/Jetter - Hourly Rate	\$50.00
Tapping Machine - Hourly Rate	\$100.00
Valve Exercise Machine - Hourly Rate	\$50.00
Pneumatic Boring Tool - Hourly Rate	\$50.00
Trailer Mounted Air Compressor - Hourly Rate	\$50.00
Crane Truck - Hourly Rate	\$125.00
"Small" Dump Truck, Flatbed - Hourly Rate	\$75.00
Large Dump Truck - Hourly Rate	\$100.00
Dump Trailer - Hourly Rate	\$75.00
Trailer - Hourly Rate	\$50.00
Hydrant Meter - Deposit	\$800.00
-Rental Fee (Weekly)	\$75.00
-Usage	Bulk Water Rates
-Relocation	\$50.00
Employee Labor - Hourly Rate (includes vehicle cost)	\$30.00
Employee Labor - Overtime Hourly Rate (includes vehicle cost)	\$45.00
Railroad Permit Annual Fee	\$300.00
Cross Connection Control Fees	
Willful Violation	\$500/day, not to exceed \$10,000
Non Willful Violation	\$250/day, not to exceed \$5,000
Failure to submit testing records/submitting false testing records	Up to \$500
Failure to maintain or test backflow assemblies	\$200 per day
Failure to comply to written notice regarding any potential cross connection	\$500.00
Disconnection of service for CC non-compliance	\$40.00
Disconnection of service for CC non-compliance 2nd offense	\$150.00
Engineering Fees	
Letter of Intent (projects of 10 or less Residential Equivalent Units)	\$70.00
Letter of Intent (projects greater than 10 Residential Equivalent Units)	\$135.00
Preliminary Plan Review	\$190.00
Construction Phase Review (per Residential Equivalent Unit)	\$35.00
Warranty Issues Fine	\$100.00/day
Deed of Dedication - Recordation	\$26.00
Recordation of plat	\$21.00
Modeling fee per scenario - Water	\$200.00
Modeling fee per scenario - Sewer	\$200.00
Hydrant Flow Test	\$150.00
Copier Costs	
Photocopies 8x11, 8x14 or 11x17	\$.15 per Sheet, \$.50/Color
Plans or maps	Per County Wide Fee Schedule/IT Fee Schedule

BOARD OF COMMISSIONERS
TRAVEL EXPENSE OR REIMBURSEMENT POLICY AND PROCEDURE

Policy

The purpose of this policy is to establish uniform guidelines for the authorization and payment of travel related expenses for the Moore County Board of Commissioners.

Procedure

All County business travel expenses or reimbursement requests for conferences, trainings and/or meetings by a Board Member must be approved by the Board of Commissioners at a Regular or Special Meeting by majority vote.

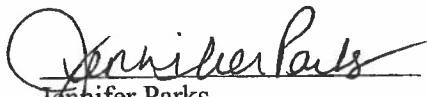
1. Requests shall be made through the Clerk to the Board who shall place the request on an agenda of the Board of Commissioners. Documentation supporting the request, i.e. registration forms, meeting agendas, training and conference brochures and/or receipts, must accompany the request. The Clerk will reference the documentation under the *Supporting Attachments* portion of the agenda item cover. The *Financial Impact Statement* portion of the agenda cover shall denote the current balance [as of the date of the request] of the Governing Board's designated account for such travel related expenses which shall not exceed the fiscal year's budgeted amount authorized for that account by the Board of Commissioners.

Travel reimbursements that may be approved by the Board of Commissioners include associated travel expenses such as registration fees, transportation costs (*mileage in accordance with current IRS regulations*), per diem, lodging, meals and incidentals.

2. Following approval of travel expense or reimbursement requests, the Clerk to the Board shall prepare travel reimbursement requests, with support documentation, on approved County travel forms. A pre-prepared travel form may also be submitted with the agenda item for expedited authorization. (*Section IV. Meals of the Moore County Travel Procedure, is governed by The U.S. General Administration www.GSA.gov regarding State per diem, mileage, and incidental rates.*)

3. The Chairperson of the Board of Commissioners will sign and date each approved Board Member travel request. The Vice Chairperson of the Board of Commissioners will sign and date each approved travel request made by the Chairperson.

Adopted this 5th day of June 2025, by the Moore County Board of Commissioners. This policy shall take effect upon adoption.


Jennifer Parks
Clerk to the Board


Kurt J. Cook, Chairman
Moore County Board of Commissioners



**AMENDED RESOLUTION FOR ANNUAL FUNDING FORMULA FOR SANDHILLS COMMUNITY COLLEGE
EFFECTIVE July 1, 2025**

WHEREAS, the County and Sandhills Community College (SCC) have a mutual agreement on an annual funding formula; and,

WHEREAS it is the County's desire to update and amend the annual funding formula:

- Part 1 of Funding Formula will amend the 5.33% to 6% of budgeted property and sales tax excluding Article 46.
- Part 2 of Funding Formula to be removed from the amended resolution, no longer needed.
- Part 3 will become Part 2 to be modified to read the 6% above the percent designated in the County Fiscal Policy Guidelines Unassigned General Fund, Fund Balance be placed in the County's established Capital Reserve Fund for SCC and will be applied to debt or capital needs. For clarification, the following Parts 1-2 of the Funding Formula are described in detail; and,

Part 1 of Funding Formula, Current Expense:

To calculate the annual current expense allocation for SCC, take the annually budgeted property and sales tax (Article 39, 40, and 42) amounts and calculate 6%.

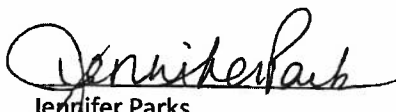
Part 2 of the Funding Formula, Unassigned Fund Balance Transfer:

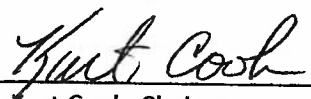
This funding will be determined after each fiscal year end closing wherein SCC will receive an amount that equates to 6% above the percent designated in the County Fiscal Policy Guidelines Unassigned General Fund Balance that the Board of Commissioners allocates to the County's capital reserve fund for governmental projects after the prior fiscal year audit is completed. The 6% above the percent designated in the County Fiscal Policy Guidelines Unassigned General Fund Balance will be placed in the County's established Capital Reserve Fund for SCC and will be applied to debt or capital needs.

WHEREAS the resolution supersedes all other resolutions for the Annual Funding Formula adopted on June 18, 2019, June 17, 2017, and October 4, 2016, and any other subsequent provisions up and to this date.

NOW THEREFORE BE IT RESOLVED, effective July 1, 2025, that the Moore County Board of Commissioners approves these annual funding formulas above and authorizes the Chairman to execute this resolution.

Adopted this 5 day of June 2025.


Jennifer Parks
Clerk to the Board


Kurt Cook, Chairman
Moore County Board of Commissioners



County of Moore
Pandemic Recovery Capital Projects Ordinance (Fund 437)
Revision 6

Journal 120002

BE IT ORDAINED by the Board of Commissioners, County of Moore, North Carolina, pursuant to North Carolina General Statute § 159-13.2, the following project ordinance is hereby adopted as follows:

Section 1. The project authorized is to provide capital project needs to the Sheriff and EMS Departments. This allocation to this capital project fund enabled through salary reimbursement from funding from the American Rescue Plan Act (ARPA).

Section 2. The officers and staff of this unit are hereby directed to proceed with the project within the budget contained herein.

Section 3. The following amounts are appropriated for the Pandemic Recovery Capital Projects Ordinance:

	GL Account	Budget	Incr./Decr.	Revised Budget
Sheriff Vehicles	43712055 55020	\$ 4,163,060	\$ -	\$ 4,163,060
Sheriff Vehicle Equipment	43712055 55021	\$ 680,000	\$ -	\$ 680,000
EMS Ambulance Purchases	43712055 55022	\$ 3,051,978	\$ -	\$ 3,051,978
EMS Pinehurst Renovation	43712055 55023	\$ 450,000	\$ -	\$ 450,000
EMS Defibrillators	43712055 55024	\$ 602,005	\$ -	\$ 602,005
Station X	43712055 55025	\$ 450,000	\$ -	\$ 450,000
Narrow Band Radio Replacement Project	43712055 55026	\$ 1,081,087	\$ -	\$ 1,081,087
Parks & Recreation Project	43712055 55028	\$ 300,000	\$ -	\$ 300,000
Other Projects	43712055 55027	\$ 505,826	\$ -	\$ 505,826
Habitat for Humanity	43712055 55030	\$ 100,000	\$ -	\$ 100,000
Transfer to General Fund	43712056 59911	\$ -	\$ 200,000	\$ 200,000
Property Management Vehicles	43712055 55041	\$ -	\$ 100,000	\$ 100,000
Total		\$ 11,383,956	\$ 300,000	\$ 11,683,956

Section 4. The following revenues are anticipated to be available for the Pandemic Recovery Capital Projects Ordinance:

	GL Account	Budget	Incr./Decr.	Revised Budget
Transfer from General Fund	43719056 32955	\$ 6,896,017	\$ -	\$ 6,896,017
Transfer from EMS	43719056 32989	\$ 4,103,983	\$ -	\$ 4,103,983
Interest Earned	43718000 30450	\$ 300,000	\$ 300,000	\$ 600,000
Transfer fr EMS Narrow Banding Project	43719056 38507	\$ 83,956	\$ -	\$ 83,956
Total		\$ 11,383,956	\$ 300,000	\$ 11,683,956

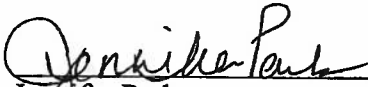
Section 5. The Finance Officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to satisfy the requirements of North Carolina General Statutes, federal regulations and any other applicable laws.

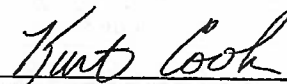
Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Officer is directed to report the financial status of the project, as requested by the Board of Commissioners.

Section 8. This Project Ordinance shall be entered in the minutes by the Clerk to the Board of Commissioners and within five days after adoption of this Ordinance, copies shall be filed with the finance officer, budget officer and Clerk to the Board of Commissioners.

Adopted this 5th day of June 2025.


Jennifer Parks
Clerk to the Board


Kurt Cook, Chairman
Moore County Board of Commissioners



COUNTY OF MOORE**PERSONNEL POLICY**

Effective Date: November 17, 2009 Revised: July 1, 2025

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COUNTY OF MOORE**PERSONNEL POLICY****Effective Date: November 17, 2009 Revised: July 1, 2025****ARTICLE I. ORGANIZATION OF THE PERSONNEL SYSTEM****Section 1. Purpose**

The purpose of this Policy is to establish a fair and uniform system of personnel administration for all employees of the County under the supervision of the County Manager, Board of County Commissioners, Sheriff, Register of Deeds, Board of Elections, Board of Health, Social Services Board and the Soil & Waters Conservation Board. State requirements will supersede these policies for positions subject to the State Personnel Act, whenever there is a conflict. This policy is established under the authority of the General Statutes of North Carolina.

It is a guide providing general information about policies and benefits. When this policy is presented to employees in the format of an employment policy, neither the policy nor any other County communication or practice creates an employment contract. The County reserves the right to make any changes in content or application or eliminate policies and benefits as it deems appropriate. Nothing in this Policy nor any other policy or communication changes the fact that employment is at-will for an indefinite period unless terminated by the employee or the County, except as otherwise governed by federal or state law.

Section 2. Coverage

All employees in the County's service shall be subject to this Policy except as noted. The following officials are exempt from this Policy: elected officials, appointed officials, and Independent contractors.

Employees of the Sheriff and Register of Deeds shall be subject to all sections of this Policy, except that the Sheriff and Register of Deeds have the exclusive right to hire, discharge, and supervise the employees in their respective departments under the authority of 153A-103 of the North Carolina General Statutes. The Soil and Water Conservation Districts has the exclusive right to hire, discharge, and supervise the employees under the authority of 159 of the North Carolina General Statutes.

Employees governed by the provisions of Chapter 126 of the North Carolina General Statutes (State Personnel Act) shall be subject to all articles except when in conflict with Chapter 126, in which case the State Personnel Act shall prevail.

Section 3. Responsibility of the Board of Commissioners

The Board of Commissioners shall establish positions and policies, approve the Position Classification and Pay Plan, approve all new positions and new classifications, and make and confirm appointments when required by law.

Section 4. Responsibility of the County Manager

The County Manager shall be responsible to the Board of Commissioners for the administration of the Personnel Program and shall have full responsibility for all personnel functions. The County Manager shall appoint, suspend and remove all County employees except those elected by the people or whose appointment is otherwise provided for by law. The County Manager has designated the hiring authority to the Human Resources Director to the extent not inconsistent with law or the policy of the Board of Commissioners.

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Section 5. Responsibility of the Human Resources Director

The County Manager may appoint a Human Resources Director who shall be responsible to the County Manager for administration of the Personnel Program. The Human Resources Director shall recommend rules and revisions of the personnel system to the County Manager for consideration. Any revisions to this Policy must be approved by the Board of County Commissioners.

Section 6. Responsibility of County Employees

County employees are responsible for complying with the contents of this Policy. An employee, who violates any of the provisions of this Policy, or administrative policies as approved by the County Manager, may be subject to disciplinary actions such as: suspension, demotion, or dismissal in addition to any civil or criminal penalty.

Section 7. Departmental Procedures

Due to the particular requirements of the various departments of the County, each Department Director is authorized to establish supplemental administrative procedures (Standard Operation Procedures) applicable only to the personnel of that department. All such procedures shall be subject to the review/approval of the County Attorney and County Manager and shall not in any way conflict with this Policy.

Section 8. Definitions

Adverse Action. An involuntary demotion, an involuntary reduction in pay, involuntary transfer, suspension without pay, lay off or dismissal.

Anniversary Date. The employee's original date of uninterrupted employment with the County in a regular position.

Appointing Authority. Any board or position with legal or delegated authority to make hiring decisions.

Applicant. One who places himself or herself in competition for a vacant position by the virtue of completing and submitting an application for employment regardless of current employment status, (i.e., a current County employee becomes an applicant when an application for another position is submitted).

Class. A position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by a single title indicative of the nature of work performed, and carrying the same salary range.

Cost of Living Adjustment. A general pay increase granted to all employees in a fiscal year in response to inflation and labor market factors.

Competitive Service Employee. An employee of the Department of Social Services, the Health Department, or the Office of Emergency Management receiving federal grant-in-aid funds and subject to the State Personnel Act, Chapter 126 of the North Carolina General Statutes.

Compensatory Time. Time earned by a non-exempt employee for work in excess of a workweek.

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Contributing Competencies. Knowledge, skills, and abilities necessary to effectively perform a particular job as described for Steps 1, 2, 3, 4, or 5 of the position.

Demotion. The reassignment of an employee to a position or a classification having a lower salary range than the position or the classification from which the reassignment is made.

Department Director. The highest level of supervision or top administrative official of a department of County government.

Downgrade. A change that results in a lower grade being assigned to a position based on duties, responsibilities, and reorganization or market surveys.

Essential Positions: Employee positions that are determined essential to the successful and efficient management of an emergency situation are as follows:

- Animal Shelter Attendants
- Automobile Mechanic
- E911 personnel
- Electrical Maintenance Technician
- Emergency Services/Public Safety and EOC staff (In accordance with EO Plan)
- Emergency Medical Services
- Equipment Operator
- Garage Supervisor
- HVAC Maintenance Technician
- Landfill Supervisor
- Maintenance Supervisor/Collections/Distributions/Water Quality
- Maintenance Supervisor
- Maintenance Technician
- Sheriff's Office field personnel
- Truck Driver
- Utility Maintenance Technician
- Utility Operations Manager
- Water Plant Operator
- Water Pollution Control Plant Operator
- Water Pollution Control Plant Mechanic
- Weighmaster

Exempt Employee. An employee not subject to Fair Labor Standards Act provisions regarding minimum wage and overtime compensation.

Full Time Employee. A salaried employee or position to which a salaried employee is assigned, scheduled for 40 hours or more per work week as can be a salaried or hourly employee.

Hiring Rate. Step 1 through the maximum salary levels for a given classification.

Immediate Family. Wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, step-child, stepbrother and stepsister.

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Independent Contractor. Per IRS Publication 15-A, an independent contractor is a person who performs services in which the payer only has the right to control or direct the result of the work, not the method. The designation of independent contractor will be determined by using the IRS 20-factor test which assesses the degree of control the County exercises over the way the work is performed. An Independent Contractor receives no fringe benefits.

Just Cause. Legally acceptable or sufficient reason.

Merit Award. A bonus payment awarded in a lump sum based on service that exceeds the expected performance of the assigned position.

Non-Exempt Employee. An employee subject to Fair Labor Standards Act provisions regarding minimum wage and overtime compensation.

Part-Time Employee. Hourly compensated employee or position to which an hourly employee is assigned, scheduled for work less than 40 hours per workweek.

Pay Grade. All positions that are sufficiently comparable to warrant one range.

Pay Plan. A schedule of pay ranges arranged by sequential grades.

Pay Plan Revision. The uniform raising or lowering of the pay ranges of every grade within the Pay Plan.

Pay Range. The minimum through the maximum salary levels for a given classification.

Pay Range Revision. The raising or lowering of the salary range for one or more specific classes of positions within the Position Classification and Pay Plan.

Performance Evaluation System. A review of an employee's performance based on standard personnel practices and performance principles.

Performance Pay. An increase as determined by the applicable Pay Plan and the County's annual budget based upon an employee's performance evaluation.

Performance Principles. A systematic and uniform method of personnel administration based on equal employment opportunity principles and designed to provide objective employment decisions.

Position. A group of current duties and responsibilities requiring the full or part-time employment of one person.

Position Classification Plan. A plan approved by the Board of County Commissioners that assigns classes (positions) to the appropriate pay grade, based on internal comparison and market surveys of relative duties and responsibilities.

Position Specification. Qualification standards required for an employee to progress through the Position Classification and Pay Plan.

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Prior Service Credit. A system for determining eligibility for employment and/or benefits, based on equivalent prior service to Moore County

Probationary Employee. An individual appointed to a regular position who has served less than 9 months in the position, or who has otherwise not completed specified prerequisites for attaining regular status. This may be based on initial hire, promotion, or transfer into another position.

Promotion. The reassignment of an employee to a position or classification in the County having a higher pay range than the position from which the reassignment is made.

Reassignment. Intradepartmental change of duty assignment within the same grade and based upon needs of the department, as determined in the sole discretion of the Department Director.

Reclassification. A change in a position from one class to another based on changes in the complexity and responsibility of, and the skill required to perform, the essential functions of the position.

Reduction in Force. The abolishment of or reduction of all or some portion of a position, based on the needs of the organization, work load, and availability of funding.

Regular Employee. An employee who has satisfactorily completed a probationary period and has been approved for regular status by his or her department director. If the employee hired is designated a trainee or is assigned to a "work against" position, the employee shall also satisfy the minimum education and work experience requirements of the position before attaining regular status (competitive service employees only).

Regular Full-time Position. A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which are required to be performed on a continuous basis, normally requiring full-time employment of an individual.

Regular Part-time Position. A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which are normally to be performed in less than a regular work day and/or workweek.

Reorganization. Due to changes in the organizational needs of a department or the County, the duties and responsibilities or technological requirements of a position may be reclassified, and a position may be abolished in full or in part, or a new position created.

Resource Employee. An individual who serves in a position without benefits and for an indefinite duration.

Retaliation. Any form of adverse reaction to a lawful and protected action by an employee.

Steps. Method of progression through the five contributing competency ranges.

Temporary Employee. An individual appointed to serve in a position for a definite duration, not to exceed 12 months.

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Temporary Position. A position for which the duties and responsibilities are required to be met for a limited period of time, normally not to exceed 12 months, and which may or may not require attendance by an individual for a full work day and/or workweek.

Transfer. Change of duty assignment as a result of any employee becoming an applicant and being selected for a vacant position within the County.

Upgrade. A change that results in a higher grade being assigned to a position with the same job responsibility.

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ARTICLE II. CLASSIFICATION PLAN**Section 1. Policy Statement**

All positions covered by the plan are classified according to their duties, responsibilities, qualifications needed of incumbent employees, and other related factors. In order to assure its continuing value as a personnel management tool, the Position Classification Plan shall be maintained and updated to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of positions.

Section 2. Adoption

The Position Classification Plan, approved by the Board of County Commissioners, is the official Position Classification Plan for the County of Moore.

Section 3. Allocation of Positions

Upon recommendation of the Human Resources Director, the County Manager shall allocate each position covered by the classification plan to its appropriate class and salary grade in the plan. The Board of Commissioners is responsible for approving the total number of positions.

Section 4. Administration of the Position Classification Plan

The Human Resources Director shall be responsible for the administration and maintenance of the Position Classification Plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Upon classification, each position shall be assigned to a salary grade in the Position Classification Plan.

4.A. Department Directors shall be responsible for bringing to the attention of the Human Resources Director:

4.A.1. The need for new positions, and

4.A.2. Material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions.

4.B. The Human Resources Director will recommend to the County Manager to either:

4.B.1. Allocate the new position to the appropriate class within the existing classification plan, or

4.B.2. Recommend that the Board of Commissioners amend the Position Classification Plan to establish a new class to which the new position may be allocated.

New positions shall be established only with the approval of the Board of Commissioners.

4.C. When the Human Resources Director finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the Human Resources Director will recommend to the County Manager to:

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- 4.C.1. Direct that the existing class specification be revised,
- 4.C.2. Reallocate the position to the appropriate class within the existing classification plan, or
- 4.C.3. Recommend that the Board of Commissioners amend the Position Classification Plan to establish a new class to which the position may be allocated.

Section 5. Amendment of the Position Classification Plan

Classes of positions shall be added to and deleted from the Position Classification Plan by the Board of Commissioners based upon the recommendation of the County Manager.

Section 6. Procedures for Change

The Position Classification Plan may have classes added or deleted annually as part of the budget process, or as needs of the County organization require. The Board of Commissioners shall approve the creation or deletion of any class.

When a Department Director believes that a new class is needed, either to add a new type of work or to reflect additional levels of work within an existing series of classes, the Director shall furnish the Human Resources Director with a written statement of proposed duties for the new class, and other information as necessary.

A class shall be deleted from the Position Classification Plan when the Board of County Commissioners, with the recommendation of the County Manager, has determined that it is no longer needed for the positions in the County organization.

Section 7. Reclassification of Positions

When a Department Director believes that a substantial change has occurred in the level of duties and responsibilities of an existing position, the Department Director shall submit in writing to the Human Resources Director a detailed job description, related justifications and his/her recommendations.

The County Manager shall review the recommendation and shall approve, disapprove or reclassify the position to an existing classification or recommend the establishment of a new class for approval by the Board of County Commissioners.

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ARTICLE III. PAY PLAN**Section 1. Adoption**

The Pay Plan, as approved by the Board of County Commissioners, is adopted annually as the official Pay Plan for Moore County.

Section 2. Administration, Maintenance and Transition of the Pay Plan

The County Manager shall be responsible to the Board of Commissioners for the administration and maintenance of the Pay Plan. The Pay Plan is intended to provide equitable compensation for all positions, when considered in relation to each other, to general rates of pay for similar employment in the private and public sectors, to changes in the cost-of-living, to the financial conditions of the County and other relevant factors. To this end, the County Manager shall, from time to time, make comparative studies of all factors affecting the level of salary ranges and shall recommend to the Board of Commissioners such changes as the County Manager may deem appropriate. When transitioning into a new pay plan, as practical as possible, the change will have no negative impact on an employee salary.

Section 3. Hiring or Starting Salary

Each employee, except those competitive service employees with trainee/work against status, shall be paid at least Step 1 within the pay range established for the classification of the position. Appointment above Step 1 will be based upon comparing the employee qualifications to the position specification, verified employment and/or education history. The applicant will be placed within the salary range after evaluating the employee's qualifications with the position's specifications.

Section 4. Hourly Rate of Part-Time Employee

The hourly rate paid to part-time employees is set out in the Pay Plan adopted annually by the Board of Commissioners as part of the budget process.

Section 5. Salary Adjustments

The Human Resources Director shall be responsible for administering all adjustments. Employees shall be advised of all salary changes.

5.A. Salary adjustments may occur as a result of the following:

- 5.A.1. Cost-of-Living Adjustment - The Board of Commissioners may grant all employees in service to the County a cost-of-living adjustment each fiscal year as directed in the annual budget.
- 5.A.2. Performance Pay - Performance pay may be funded in the annual budget, and is awarded based on the performance review. An employee will be eligible for performance pay if he/she is at Step 5 or above and meets the position specifications. Performance pay is effective on the first day of the next pay period following the employee's employment anniversary date. All documentation must be received before the payroll deadline date of the pay period in which the performance pay is due. When an employee's annual salary is at or near the maximum of the pay grade, the employee shall receive the portion of the performance pay that exceeds the maximum pay of the pay grade as a lump sum payment.

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- 5.A.3. Below proficient rating - An employee whose performance is rated below proficient shall receive a 3.25% decrease in salary until such time as the performance is rated at proficient or above. The supervisor and employee shall develop a 60 day work plan for performance improvement to the proficient level. The work plan for performance improvement shall be in writing and a copy shall be placed in the personnel file. The employee's progress shall be reviewed at 30 days after entering into a work plan for performance improvement and discussed with the employee. This 30 day review shall be acknowledged in writing. Failure to achieve a rating at proficient or above at the end of 60 days shall result in disciplinary action up to and including dismissal. The decrease in salary is effective on the next pay period following the date of receipt of the below standard rating. If after 60 days, performance returns to proficient or above, the employee will return to previous salary and will remain there until the next evaluation. All documentation must be received before the payroll deadline date of the pay period in which the decrease is assessed.
- 5.A.4. Demotion - An employee may receive a decrease in salary due to a demotion to a lower salary grade as determined by the Department Director, subject to review and approval by the Human Resources Director and the County Manager.
- 5.A.5. Reclassification - When a position is reclassified to a higher grade, the County Manager has the discretion to:
- 5.A.5.a. Adjust the salary upward, provided that the adjusted salary does not exceed the maximum of the new salary range, or
- 5.A.5.b. To leave the salary unchanged, except when the salary is below Step 1, in which case the salary shall be brought up to Step 1 of the new classification. When a position is reclassified to a lower class and the employee is receiving a salary above the maximum rate established for the new class, the salary of the employee shall be maintained at that level until such time as the position's pay range is increased above the employee's current salary.
- 5.A.6. Negotiated increase - Other salary increases may be granted from time to time with the approval of the County Manager or other hiring authority, as applicable. The County Manager or other hiring authority, as applicable may increase the salary of an employee when the employee's position is known to be one that is hard to fill or the market rate exceeds the current rate of pay or when the employee assumes additional duties and responsibilities. The salary after any such increase may not exceed the maximum of the salary range.
- 5.A.7. Progression through the Contributing Competencies (Steps 1, 2, 3 and 4 only) - An employee who meets the position specification for the next applicable step prior to his/her anniversary date will be moved to the appropriate step within the established County of Moore Classification and Pay Plan, effective the next pay period after meeting the applicable contributing competency. For the purposes of the Step System, 1 year is equal to 2080 hours worked. The employee must be performing at a proficient level in order to be considered for the next step.

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5.A.8. Trainee/work against to full class (competitive service employees only) - When a trainee or employee classified as a "work against" meets the minimum requirements for the position (full class), the salary shall be adjusted upward to the minimum of the position's salary range unless otherwise negotiated at the time of hire. Approved leave without pay shall not count as time worked toward meeting the minimum requirements for the position.

5B. Effective date of salary adjustments - Salary adjustments shall generally be effective on the first day of the next pay period following the change.

5.C. Merit awards - Merit award funds may be funded by the Board of Commissioners during the annual budget process. If so designated, merit awards shall be allocated in a manner determined by the County Manager. Employees in regular, budgeted positions working a minimum of 20 hours per week are eligible to receive merit awards. Eligible employees may be granted lump sum merit awards at any time during the budget year. Merit awards should follow incidents or periods of outstanding job performance.

Section 6. Pay Periods

All employees shall be paid bi-weekly, 2 weeks in arrears. The usual payroll is every other Thursday; if the scheduled payday is a holiday, employees will be paid the last working day prior to said holiday. Pay is made by direct deposit to the employee's banking accounts.

Section 7. Payroll Deductions

Payroll deductions specifically mandated or authorized by law shall be deducted from each employee's pay and shall include:

- 7.A. Federal income tax
- 7.B. State income tax
- 7.C. Social security
- 7.D. North Carolina Local Government Employees' Retirement System, or Law Enforcement Officers' Benefit and Retirement Fund.

Other deductions which may be taken include optional United Way contributions, retirement plan contributions, insurance benefit payments and other voluntary deductions approved by the County Manager, in accordance with applicable law.

Section 8. Salary at Separation

The final scheduled payroll will be paid 2 weeks in arrears. The final payment paid to the employee will include annual leave, compensatory time and overtime amounts due. An employee who separates from employment with the County will receive an appropriate reduction in final pay if there is a negative balance in leave.

Section 9. Advance on Wages

There shall be no advance on wages.

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ARTICLE IV. RECRUITMENT AND SELECTION

Section 1. Statement of Equal Employment Opportunity Policy

It is the policy of the County to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the County. This policy is achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, or by applying testing methods through the Employment Security Commission. All appointments, promotions and other personnel transactions shall be made solely on the basis of merit and fitness for duty. The County of Moore is an equal opportunity employer. All applicants for job openings are considered for employment without regard to race, color, sex, religion, disability, national origin, or age as provided by law.

Section 2. Recruitment Requirements

The Human Resources Director shall be responsible for an active recruitment program to meet current and projected manpower needs through procedures that will assure equal employment opportunities based on reasonable performance-related job requirements. To accomplish this, the efforts of the Human Resources Director and all County departments must be coordinated in a timely manner. The Human Resources Director and Department Directors shall jointly determine whether a position vacancy will be recruited by internal, external or concurrent postings.

Section 3. Position Vacancy Announcements

Vacant positions shall be reviewed by the Department Director and the Human Resources Director to determine if the position is appropriately classified, if the position should be filled, how the posting and recruitment should be handled and the necessary job requirements.

Positions which are to be posted internally to current County Employees shall be posted for at least 5 working days. Positions which are posted and advertised externally shall be posted for a minimum of 10 working days and shall include information pertinent to the position, including at minimum, the title, salary range, key duties, knowledge and skill requirements, minimum education and experience standard, department, special certification or licensing requirements and application closing date. This posting shall be in the Moore County vacancy listing as well as posted with the local Employment Security Commission office and, as determined appropriate, advertised through the media, schools and professional sources.

If a position has been advertised recently and an adequate number of applications exist, the County may not be required to re-advertise.

Section 4. Residency Requirement

The County Manager (by contract) and the Assistant County Manager shall be required to reside within Moore County or to relocate into the County within nine (9) months of the first day of employment or promotion. This shall be a condition of employment and/or promotion and all applicants shall be so advised. Failure to comply may result in disciplinary action up to and including termination.

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All persons expressing interest in employment with the County shall be given the opportunity to file an application for employment. Applicants will be considered on the basis of their qualifications and suitability for the position, including, but not limited to, relative ability, knowledge and skills, educational background and any special licenses or certifications which may be required. All applications must be made through the Human Resources Department.

Applicant information is confidential in accordance with North Carolina General Statutes §153A-98 and other applicable laws.

Section 6. Applicant Tracking

Human Resources shall be responsible for maintenance of permanent records of all position vacancy announcements, including posting and closing dates, all optional referral sources used in the recruitment process and the pool of applicants considered for each vacancy.

The applicant pool data for each position shall include interview information, and test scores, where applicable, for each position vacancy announcement, as well as other documentation required by applicable federal, state or local law. An alphabetical list of all applicants shall be maintained by Human Resources.

Section 7. Application Reserve File

Applications for employment shall be kept in an active file for one (1) year and then in a reserve file for one (1) year in accordance with the County of Moore Management Records Retention and Disposition Schedule.

Section 8. Qualification Standards

All applicants considered for employment or employees considered for internally-posted openings shall meet the qualification standards established by the Position Classification Plan. All appointments shall be made on the basis of equal employment opportunity principles.

Qualifications shall be reviewed periodically to assure that requirements are fair and conform to actual job performance requirements.

Section 9. Selection for Employment

Department Directors shall develop, use and document, on a consistent basis, a selection process which fairly assesses the aptitude, education and experience, knowledge and skills, character, and other qualifications required for positions in the service of the County and provide the information to Human Resources Department.

Section 10. Conditional Offer of Employment

In order to protect the person and property of citizens and clients of the County of Moore, the County, in its sole discretion, may require that additional tests or investigations be conducted after making a conditional offer of employment, but before making a final offer of employment. Such additional tests or investigations are determined by the position being filled, and may include, but are not necessarily limited to the following: credit checks, typing tests, driving tests and finger printing, all in accordance with applicable law.

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Once an applicant is extended a conditional offer of employment, the applicant may be required to undergo an examination for physical, mental or emotional fitness for duty. The appropriate test will be based on bona fide occupational qualifications. Unsatisfactory results from such testing will result in the conditional offer of employment being withdrawn.

Applicants shall be required to undergo substance abuse screening prior to being made a final offer of employment, in accordance with the County of Moore Substance Abuse Policy adopted by the Board of Commissioners.

All positions (full-time, part-time, volunteer, resource and temporary) within Moore County shall require a background check. Applicants shall complete a Background Check Consent Form prior to the check being conducted. Refusal to sign the disclosure authorization statement will constitute grounds to discontinue any employment or volunteer consideration for that candidate. Background checks will be discussed with the Department Director on an as-needed basis. Background check results will be maintained in a highly confidential manner. It shall be the responsibility of the Human Resources Director, under the direction of the County Manager, to qualify/disqualify applicants to hire or volunteer. Should there be a disagreement between the Human Resources Director and the Department Director on the results of the check, the County Manager shall be the final authority. The Board of County Commissioners shall be the final decision maker for the appointed positions of County Manager, Clerk to the Board, County Attorney and Tax Administrator. The Sheriff and Register of Deeds will make the final decision on their employees. The Boards of Elections, Health and Social Services will be the final decision maker for their appointed directors.

A background check shall consist of a review of national and local criminal records to include convictions and/or pending charges. Additionally, a United States National Sex Offender Registry and also known as (AKAs) search shall be conducted.

No final employment or volunteer applicant will be approved if convicted of a felony crime involving theft, burglary, embezzlement, robbery, fraud, bribery, misappropriation, assault, kidnapping, child abuse, rape, crime against nature, homicide, incest, indecent liberties, indecent exposure, obscenity, and sexual assault. For a felony conviction not listed above and for any misdemeanor, the County will consider length of time since conviction, nature of crime, circumstance surrounding the commission of the offense or offenses, evidence of rehabilitation, number of prior convictions, and age of the person at the time of occurrence.

No individual who applies for employment or to volunteer to work with children, seniors, individuals with disabilities or animals shall be approved if convicted of any misdemeanor or felony crimes involving assault, kidnapping, child abuse, rape, crime against nature, homicide, incest, indecent liberties, indecent exposure, obscenity, or sexual assault.

In the event that disqualifying information is revealed during the background check process, applicants shall be notified that the Conditional Offer is being withdrawn. Applicants shall have the right to appeal the disqualifying decision to the County Manager in writing within 5 business days from the date of receipt of the rejection notification letter. Applicants applying for positions at the Sheriff's Office, Register of Deeds, Department of Social Services, Health Department, Cooperative Extension, Soil & Water and Board of Elections shall appeal to their board or their highest level of management, whichever is appropriate.

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Evidence that a check was conducted, date and type of background check, and a sufficient record of a disqualifying outcome must be maintained by Human Resources. A copy of the disqualification notification to the applicant and the background check record must be retained in the position vacancy file.

Evidence of a background check that results in an employee being approved for hire should be filed separate from their personnel file.

Employees and volunteers working with children, seniors, individuals with disabilities and/or animals are subject to an annual background check as defined above.

Section 11. Appointments

All appointments to positions with the County shall be made on the basis of job related qualifications, skills and the needs of the County.

Before any commitment is made to an applicant, the Department Director shall forward the applicant's completed application form and completed employment verification form to the Human Resources Director with a recommendation concerning the position to which the applicant is to be appointed, and the applicant's placement on the established Moore County Position Classification and Pay Plan and the reasons for selecting the particular applicant over others.

After investigating the qualifications and experience of the applicant and upon successful completion of a background check and substance abuse screen, the Human Resources Director shall approve or reject the appointment to the position and the starting salary of the employee. In the office of the Sheriff, Register of Deeds, and Board of Elections, the hiring authority in each respective office or board shall make the appointment to the position and determine the starting salary, as outlined in the Moore County Position Classification and Pay Plan..

Section 12. Probationary Period of Employment

A probationary period of 9 months from the date of hire shall be served by all employees in allocated positions in the service of the County except for employees of the Sheriff or the Register of Deeds.

The probationary periods shall be extended for any amount of time the employee is on approved leave without pay. An employee in serving a probationary period following initial appointment may be dismissed at any time during the probationary period with or without cause.

The successful completion of this probationary period should not be construed as creating a contract, or as guaranteeing employment for any specific duration or as establishing a just cause termination standard. Supervisors are required to hold a 6 month performance conference to inform the employee in writing of job performance. The supervisor shall be responsible for evaluating the performance of the employee during the probationary period and shall complete a 9 month performance evaluation on or before the completion date of the probationary period. Before completion of the probationary period, all Department Directors, except the Sheriff and Register of Deeds, shall indicate in writing to the Human Resources Director all of the following:

12.A. That the employee's supervisor has discussed the new employee's progress (accomplishments, strengths and weaknesses) with the new employee;

12.B. Whether the new employee is performing satisfactory work; and

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12.C. Whether the new employee is recommended for regular status or recommended for termination of employment.

Section 13. Regular Status

Regular status shall be granted to all fully qualified employees in officially budgeted regular positions after satisfactory completion of the 9 month probationary period. Notwithstanding "regular designation," employees of the Register of Deeds and Sheriff serve at the pleasure of the Register of Deeds and Sheriff respectively.

If a regular employee is transferred to another position as a reduction in force, a new 9 month probationary period shall be established as a condition of transfer.

Section 14. Promotion

A probationary or regular employee may be a candidate for promotion and shall be chosen on the basis of qualifications and work record. When a vacancy for a higher-level position occurs within the employee's department and the employee who meets the minimum qualifications applies for that position, performance appraisals and work records shall be carefully examined before the appointment is recommended to the Human Resources Director. When a current employee is chosen for a vacant position, the Department Director shall forward the request to the Human Resources Director with recommendations for classification and salary along with reasons for selecting the employee over other applicants. After considering the recommendations, the Human Resources Director shall confirm or reject the appointment and determine the starting salary of the employee.

If a regular employee is promoted to another position in the County, a new 9 month probationary period shall be established as a condition of promotion.

Section 15. Demotion

The County recognizes two types of demotion – non-disciplinary and disciplinary. A demotion is a change in job responsibility to a position in a lower salary range. A Department Director may demote an employee under the following conditions:

15.A. Non-disciplinary - When the Department Director determines that the employee is unable to perform in the current position, but shows promise of becoming a satisfactory employee in a lesser position, an assignment to a lesser position may be made without an application process and if a position is available; and

15.B. Disciplinary - When an employee's performance or conduct is sufficient to satisfy grounds for a dismissal, a Department Director may consider demotion in lieu of dismissal, pursuant to Article VIII of this Policy.

Section 16. Transfer

If a vacancy occurs and a probationary or regular employee wishes to be considered for the appointment, an application must be forwarded to Human Resources during the recruitment period for the position, and must meet the minimum qualifications of the class. This application will be considered along with others submitted. Transfers occur when an employee moves to the same classification or to another class at the same or lesser salary grade.

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Supervisors and/or Department Directors shall conduct periodic performance evaluations. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be established by the County Manager and Human Resources.

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ARTICLE V. CONDITION OF EMPLOYMENT

Section 1. Gifts and Favors

No employee shall accept any gift, favor or thing of value that may tend to influence the employee in the discharge of duties. No employee shall grant in the discharge of duties any improper favor, service or thing of value. This section is not intended to prevent a gift a public servant would be permitted to accept under G.S. 138A-32, or the gift and receipt of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets.

Section 2. Political Activity Restricted

No employee shall:

- 2.A. Engage in any political or partisan activity while on duty, or while wearing a County uniform;
 - 2.B. Use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;
 - 2.C. Be required as a duty of employment or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
 - 2.D. Coerce or compel contributions for political or partisan purposes by another employee of the County; or
 - 2.E. Use any funds, supplies or equipment of the County for political or partisan purposes.
- Employees in certain federally-aided programs are subject to the Hatch Act as amended in 1975. This federal act prohibits candidacy for elective office in a partisan election.

Section 3. Secondary or Outside Employment

Full-time employment with the County will take precedence over other employment interests of employees. All outside employment for salaries, wages or commissions, and all self-employment, must be reported to and approved by the employee's Department Director before such work is to begin. The Department Director will determine whether the outside work would create a conflict of interest or otherwise be incompatible with County service. The Department Director will report potentially conflicting employment to the County Manager. The assumption of outside employment without prior approval by the County will be deemed improper conduct and subject the employee to disciplinary action, up to and including dismissal. The employee will be given written notification of approval to work before such work begins, which will be placed in the employee's personnel file.

While an employee is on Family Medical Leave, secondary employment is prohibited.

Section 4. Endorsement of Any Business

County employees are prohibited from endorsing or soliciting for any business, service, or program not related to County government during regular work hours.

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The employment of immediate family within the same department is prohibited except for resource employees upon approval of the Department Director, Human Resources Director, and County Manager. This exception only applies in situations where there is a compelling hardship in fulfilling departmental needs. This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with this Section prior to the adoption of this policy.

Immediate family is defined for the purpose of this Section Only as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those names.

As a safeguard against nepotism, the Board of Commissioners shall approve the appointment by the Sheriff or the Register of Deeds of a relative by blood or marriage of nearer kinship than first cousin, as required by Chapter 153A-103(1) of the North Carolina General Statutes.

Section 6. Smoking Policy

All Moore County Governmental Property is smoke free and includes but is not limited to cigarettes, tobacco, and devices such as e-cigarettes, pipes and vaporizers. The use of these items is prohibited in/on all Moore County property including vehicles, grounds, and parking lots and inside/outside all County owned/leased facilities.

Section 7. Improper Dating

It is the policy of Moore County that supervisors are not to date their subordinates, and any occurrence must be immediately reported to the Human Resources Director. Any employee knowing of any such dating arrangements must report it immediately to the Human Resources Director.

Section 8. Workplace Harassment

Moore County is committed to maintaining a work environment that is free of discrimination and harassment. Harassment of any person because of gender, race, color, age, religion, disability, ancestry or national origin is strictly prohibited, whether directed at an employee, vendor or customer. Any such harassment is prohibited whether or not it also violates the equal employment opportunity laws. This applies to all employees of Moore County at every level.

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee to any unwelcome conduct of a sexual nature. This includes, but is not limited to, unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, making or displaying sexual drawings or photographs and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this Policy when a reasonable person knows or should know such conduct is unwelcome to the person subjected to it.

No one may harass anyone because of that person's race, color, age, religion, ancestry or national origin. Examples of conduct prohibited include, but are not limited to, using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

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8.A. Making Complaints and Reporting Violations Employees are encouraged to report conduct that they believe may be prohibited harassment, even if they are not sure that the conduct violates the policy. If an employee believes he or she is the victim of harassment, that employee is requested and strongly encouraged to make a complaint to Moore County within 15 calendar days of the alleged harassing action. However, all reports of harassment will receive a prompt, impartial, and thorough investigation, regardless of the timing of the complaint. The employee is not required to complain first to the person who is harassing him/her. The employee may complain directly to his/her supervisor, Department Head or the Human Resources Director. Similarly, if an employee observes a harassment of another employee, he/she is requested and encouraged to report this to one of the persons described above. Any supervisor who observes harassment or receives a report of harassment shall immediately report the matter to the Human Resources Director in writing. Supervisors who fail to forward complaints to the Human Resources Director as prescribed in this section shall be subject to discipline up to and including dismissal.

8.B. Investigation of Complaints and Reports - Moore County will promptly, impartially, and thoroughly investigate any complaint or report of a violation of workplace harassment. A thorough investigation can take several weeks in some cases. An employee may at any time ask the Human Resources Director about the status of the investigation. Employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Considering the sensitive nature of harassment complaints, every effort will be made to keep the complaint and the name of the employee confidential and on a need to know basis. The identity of individuals who report harassment, alleged victims, witnesses, and alleged harassers will be kept confidential to the extent possible and permitted by law, consistent with a thorough and impartial investigation. Reports, including the final report, will be distributed only to persons having a need or right to know. Employees involved in any investigation, whether as complainant or alleged harasser, witness or investigator should keep all discussions or communications confidential.

Harassment investigation files shall remain separate and apart from personnel files. Neither the claimant nor the alleged harasser has a right to the contents of these files. Any personnel action, such as discipline, resulting from an investigation, shall be placed in the file of the person whom the complaint is brought against. The contents of these files are confidential and protected by federal, state and local laws.

Moore County will take prompt disciplinary and remedial action if its investigation shows a violation of this Policy. Depending on the circumstances, the disciplinary action may range from a warning to a dismissal from employment. Disciplinary action for retaliation against an employee for reporting harassment will be severe and swift, and may include termination of employment.

A complaint or report that this Policy has been violated is a serious matter. Dishonest complaints or reports are also against our Policy and Moore County will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

No reprisal, retaliation or other adverse action will be taken against any employee for making in good faith a complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the Human Resources Director.

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It is the intent of Moore County to provide a workplace for County employees that is free from violence by establishing preventive measures, holding perpetrators of violence accountable and by providing assistance and support to victims. Committing violent acts, whether on-duty or off-duty, has the potential to impact an employee's ability to perform his or her job. In implementing this policy, the County is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide employees with a safe and healthy work environment.

9.A. Workplace Violence Coverage - This policy applies to all employees of the County. For purposes of this policy, violent conduct is defined as abusive language, verbal threats, intimidation, coercion, aggressive or threatening behavior, fighting, physical assault and/or battery, and other expressed or implied threats of harm. This policy applies to violent conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on a County employee's ability to perform the assigned duties and responsibilities.

Although it is not possible to set forth an all-inclusive list of all conduct that may constitute acts covered by this policy, the following examples may be illustrative:

- 9.A.1. Belligerence, bullying, or other inappropriate and aggressive behavior;
- 9.A.2. Brandishing a weapon or bringing an unauthorized weapon to the workplace;
- 9.A.3. Reference to weapons, incidents of workplace violence, or use of violence to solve problems; or
- 9.A.4. Misuse of authority vested to any employee of the County in such a way that it violates this policy.

A violation of this policy shall be considered unacceptable personal conduct. An act of off-duty violent conduct may also be grounds for disciplinary action.

9.B. Reporting Responsibilities - All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Employees shall place safety as their highest concern, and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information related only on a need-to-know basis. Reports shall be made to the Human Resources Director or the Department Director immediately. Law enforcement shall be informed as appropriate. All reports shall be investigated. Employees who have obtained judicial protective or restraining orders should inform the Human Resources Director and law enforcement immediately. Management shall be sensitive and responsive to employees' fear of reprisal.

9.C. Retaliation - This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

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Section 10. Criminal Convictions

All employees shall report in writing any conviction for a criminal offense to the Department Director (and/or Human Resources) within 2 business days following the conviction. Non-moving violations (e.g. expired vehicle inspections, license plates, registrations, or improper equipment) and warning citations need not be reported, unless otherwise required under the Vehicle Fleet Policy.

Employees failing to report convictions shall be subject to disciplinary action up to and including termination. Convictions reported shall be evaluated with regard to the employee's position to determine whether disciplinary action is merited.

Moore County shall have the right to perform criminal background checks on any current employee or volunteer if there is a reason to believe the employee or volunteer has been arrested, convicted of, or pled guilty to any criminal offense involving moral turpitude, whether misdemeanor or felony, and based upon a report from an identifiable, reliable source.

Section 11. Personal Appearance and Behavior

Discretion in style of dress and behavior is essential to the efficient operation of Moore County Government.

Employees are expected to be neat, clean and well-groomed while on the job. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. Attire must also be appropriate to the type of work being performed and take into account the expectations of any customers served.

For general office attire, the key is a professional, conservative business appearance. Employees who are issued standard uniforms are expected to wear the complete issued uniform at all times during the performance of County-related work duties.

Unacceptable attire includes but is not limited to the following: T-shirts, shorts, cutoffs, athletic wear, spandex or Lycra such as biker shorts, tank tops, tube tops, halter tops with spaghetti straps, underwear as outerwear, beach wear, midriff length tops, provocative attire, off-the-shoulder tops, flip-flop style sandals, jewelry that interferes with the employee's ability to perform his/her job duties.

Employees are expected to be professional and courteous in all interactions while performing work duties. Conduct that is likely to cause another employee, citizen, or vendor of the County embarrassment, loss of dignity, feelings of intimidation or the loss of opportunity is unacceptable behavior.

Department directors and supervisors are responsible for monitoring and enforcing this policy. Employees failing to adhere to proper dress appearance for their job may be asked to leave County premises to correct their appearance on their own time. Failure to comply with either appearance or behavior requirements may be subject to disciplinary action.

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Section 12 Essential Positions

Employee positions that are determined essential to the successful and efficient management of an emergency situation are defined in Article I, Section 8 of the Personnel Policy. These individuals are expected to report for work when contacted by County Officials. Essential Personnel will be placed in an "alert" status. Essential personnel who are on alert status shall be available to report to work within one hour as needed. Essential non-exempt personnel will be compensated at the appropriate on-call rate for the period they are on alert. If during the alert period essential personnel are called to report for work, they will be compensated as follows:

Non-exempt Essential Personnel Will be paid according to the Fair Labor Standards Act

Exempt Essential Personnel Exempt personnel who are required to work in the EOC or are involved in providing other emergency protective measures during an emergency with duration of more than seventy-two (72 hours) will receive pay covering all hours worked. Pay will be calculated using a flat hourly rate per individual based on his/her hourly pay rate at the time of the event as determined in the approved County of Moore Position Classification and Pay Plan

For events with duration of less than seventy-two hours (72 hours), the County Manager may at his discretion grant compensatory time to exempt personnel.

NON-INCLUSIVE EXAMPLES:

Event Officially Begins	Event Officially Ends	Non-Exempt	Exempt
5:00 p.m. Thursday	5:00 a.m. Sunday (Total of 60 hours)	Employees will be paid for all hours worked according to the FLSA.	Employee will be paid regular wages
5:00 p.m. Thursday	6:00 p.m. Sunday (Total of 73 hours)	Employees will be paid for all hours worked according to the FLSA	Employee will receive pay for all hours worked calculated at a flat hourly rate based on his/her hourly rate of pay.

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ARTICLE VI. ATTENDANCE AND LEAVE

Section 1. Workweek

The standard workweek for payroll purposes shall be from 12:01 a.m. Saturday through 12:00 midnight on Friday.

Section 2. Hours of Operation

The regular hours of operation of County offices are between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. When the activities of a particular department require some other schedule to meet work needs, the County Manager may authorize a deviation from the normal hours of operation for that department. No County office shall be closed at any time without prior knowledge and approval of the County Manager or his/her designee.

Section 3. Work Schedules

The Department Director, in developing the work schedule, must ensure that every office, division, section or unit is to be adequately staffed during operating hours. Adequate lunch periods are defined as no less than 30 minutes to no more than 1 hour.

Employees in exempt positions shall work the number of hours necessary to assure the satisfactory performance of their duties, but no less than forty (40) hours per week.

The County authorizes flexible work schedules. A flexible work schedule is an alternative to the traditional 8am to 5pm, Monday through Friday workweek. It allows employees to vary their arrival and/or departure times, including working remotely.

It is the responsibility of the Department Director to establish guidelines regarding the flextime schedule.

When a department flextime schedule has been coordinated and approved by the Department Director, such schedule(s) shall be submitted to the Human Resources Director for review, and then forwarded to the County Manager for final approval. Appointed and elected officials as well as the Social Services and Health Directors shall have final approval for their departments.

Section 4. Overtime

The County abides by all applicable sections of the Fair Labor Standards Act (FLSA), 29 USC §201 et seq., as amended. This overtime policy is applicable only to employees of Moore County who are non-exempt under the FLSA.

It is the responsibility of Department Directors and supervisors to manage overtime work within the availability of funds in the departmental budget for overtime pay.

4.A. Recordkeeping - Employees governed by the overtime provisions of the FLSA shall maintain true, complete and legible time records. All time worked shall be recorded to the nearest minutes and shall be submitted to the supervisor in a timely fashion. The County will properly record all applicable overtime accrued for each covered employee. This will be strictly adhered to by all agents of the County, including Department Directors, supervisors and individuals in management.

4.B. Compensatory Time (Comp time) - Compensatory time is time allowed off from work in lieu of payment for time worked. It is the policy of the County to award compensatory time at time and one-half

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for hours worked over 40 per week, or in the case of law enforcement, as specifically set out below. Comp time is applicable only to employees of Moore County who are non-exempt under the FLSA.

Supervisors have the right and obligation to manage compensatory time. Therefore, supervisors are required to monitor time and have the right to require the employee to take time off to manage compensatory time hours. During the same pay period, a time-off plan where the employee is furloughed may also be used. Employees shall exhaust compensatory time before taking sick leave, vacation leave or leave without pay.

4.B.1. Employees may be awarded compensatory time in lieu of overtime payments for each hour of overtime worked as follows:

4.B.1.a. Law enforcement personnel - Law enforcement personnel shall be awarded compensatory time at time and one-half when the hours worked in a 28 day work period exceed 171 hours, and at straight time for hours worked in a workday over the regular schedule when total hours are not in excess of 171 hours in the 28 day period. Compensatory hours may be accrued up to a maximum of 60 hours unless otherwise approved by the County Manager, Assistant County Manager or Human Resources. If not approved to exceed 60 hours, all compensatory time earned in excess of 60 hours shall be paid as overtime.

4.B.1.b. Rate of overtime pay when working at two different rates of pay. Employees working at multi-rates of pay are paid based on the average rate of pay as calculated pursuant to the FLSA, 29 C. F. R. § 778.112.

4.B.1.c. Other employees - Employees whose work schedules are other than those set out above shall be awarded compensatory time at time and one-half when the hours worked in a workweek exceed 40 hours and at straight time for hours worked in a workday over the regular schedule when total hours are not in excess of 40 hours in a workweek. Compensatory hours may be accrued up to a maximum of 40 hours unless otherwise approved by the County Manager, Assistant County Manager or Human Resources. If not approved to exceed 40 hours, all compensatory time earned in excess of 40 hours shall be paid as overtime.

4.C. Hours Worked - When computing hours worked under the FLSA, each workweek must stand alone. The FLSA does not permit the averaging of hours over 2 or more weeks, with the exception of law enforcement.

Hours worked is the time for which an employee is entitled to overtime compensation under the FLSA.

Compensation is required for the time an employee is required to be on duty, on the employer's premises, or at a prescribed workplace, and for the time the employee is suffered or permitted to work, whether or not requested to do so.

Supervisors shall arrange the work schedule of their employees to accomplish necessary work within an 8 hour workday or 40 hour workweek, except in those cases where additional hours of work are necessary.

Supervisors shall not allow and employees shall not volunteer to work over-time without receiving compensation.

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Employees are expected to work during all assigned periods exclusive of mealtimes. Employees are not to perform any work at any time that they are not scheduled to work unless they receive prior approval from their immediate supervisor, except in cases of emergency. An emergency exists if a condition arises that could reasonably result in damage to property or persons or that requires the immediate attention of the employee. Employees who work excess hours because of an emergency shall advise their immediate supervisor of the overtime worked as soon as practical after the overtime work has begun.

Vacation, sick, and holiday leave are not considered hours worked for FLSA purposes.

Training-related time, either to increase efficiency or as recommended or required by the employer, is counted as hours worked for purposes of calculating overtime. Time spent by an employee during the regular workday adjusting a grievance under the County Grievance Policy is considered hours worked for purposes of calculating overtime.

All travel time which is required by the County other than the normal commuting time between home and job is considered hours worked for the purposes of calculating overtime.

4.D. On-call - Employees required to work while on-call shall receive overtime for all time actually spent in the service of the department in excess of their regular work schedule. A minimum of two (2) hours shall be guaranteed any employee on call when the employee is required to leave home to conduct duties except when the two (2) hours crosses over into the employee's regularly scheduled workday. When the employee's regular work day begins, on call time ends. If the employee is required to leave home, the recording of time shall begin when the employee leaves home and shall conclude when the employee returns home. Telephone calls while on call shall be counted as time earned for the duration of the call. Time available shall be treated as on-call duty only as required by the FLSA or other applicable law.

4.E. Overtime at Separation - All accrued overtime hours shall be compensated at the average regular rate received by the employee during the last 3 years of employment or at the regular rate of pay upon any employee's separation, whichever is higher, consistent with regular payroll practices.

Section 5. Holiday Leave

5.A. Designated Holidays - The following days and such other days as the Board of Commissioners may designate are holidays with pay for eligible employees and officers of the County:

- 5.A.1. New Year's Day
- 5.A.2. Martin Luther King, Jr. Day
- 5.A.3. Good Friday (The Friday prior to Easter)
- 5.A.4. Memorial Day
- 5.A.5. Independence Day
- 5.A.6. Labor Day
- 5.A.7. Veterans Day
- 5.A.8. Thanksgiving Day
- 5.A.9. Friday After Thanksgiving Day
- 5.A.10. Christmas (see schedule below)

When a holiday other than Christmas is on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday other than Christmas is on Sunday, the following Monday shall be observed as a holiday.

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The County observes the following schedule regarding Christmas Day. When Christmas Day falls on the days noted in the table below, then the following days are observed as holiday:

Sunday	Friday, Monday and Tuesday
Monday	Monday, Tuesday and Wednesday
Tuesday	Monday, Tuesday and Wednesday
Wednesday	Tuesday, Wednesday and Thursday
Thursday	Wednesday, Thursday and Friday
Friday	Thursday, Friday and Monday
Saturday	Thursday, Friday and Monday

Regular part-time employees will earn holiday pay on observed county holidays in the amount of time that the part time employee is routinely scheduled on that day of the week. This excludes employees compensated for holidays under 5.C. of this section.

5.B. Holiday Credit for 24 Hour Services: Each employee that provides 24 hour services will be compensated by adding 8 hours to the employee's vacation leave balance for each holiday day. Time provided may be used in accordance with established leave policies.

5.C. Working on a Holiday for Non 24 hour Service: Floating holidays may be granted to employees who must work on the holiday due to the nature of their position and schedule. Floating holidays are not considered hours worked and are compensated at straight time.

Section 6. Vacation Leave

6.A. General Provisions - Vacation leave is earned and accrued from the first day of employment for eligible employees. Vacation leave must be approved by Department Director based on established timelines set forth in the department.

6.B. Initial Appointment/Probationary Employees - Employees serving a probationary period following initial appointment may accumulate vacation leave but shall not be permitted to take vacation leave during the first 6 months of the probationary period. Exceptions may be approved by the Department Director. This provision does not apply to employees serving a probationary period as a result of a transfer or promotion.

6.C. Manner of Accumulation - For the purpose of earning and accruing annual leave, the period of 12 calendar months between January 1 and December 31 is established as the leave year.

- 6.C.1. Full-time employees who work at least 87.65 hours per calendar month will accrue leave for that month, except that EMS 24 hour employees shall work 139.65 hours per calendar month.
- 6.C.2. Part-time employees who work at least 44.33 hours per calendar month will accrue leave for that month.
- 6.C.3. Employees who are on FMLA leave and who have exhausted all sick and vacation leave shall be considered to have worked for purposes of accumulating leave under this paragraph.

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6.C.4. Eligible employees working the standard workweek shall earn vacation leave at the following rates:

Accrual Code	Years of Aggregate Service	Accrual Hours per Month
80	Less than 2 years	8
81	2 years but less than 5 years	9
82	5 years but less than 10 years	11
83	10 years but less than 15 years	13
84	15 years but less than 20 years	15
86	20 years or more	17

6.C.5. Regular part-time employees having a workweek with 20 hours or more shall earn 4 hours of vacation leave each month.

6.D. Leave accrual is based on current creditable aggregate service. Any regular employee who transfers from another unit of North Carolina local or state government shall have their years of service (determined by the current creditable number of years in the North Carolina Local Governmental Employees' Retirement System, the North Carolina Law Enforcement Retirement System, or the State of North Carolina Employees' Retirement System) credited toward the County's schedule for determining vacation leave rates (see accrual code above). No aggregate service credit will be allowed if the aggregate service time has been or will be used to qualify for other retirement system benefits.

6.E. The County will not transfer vacation leave from another jurisdiction.

6.F. Maximum Accumulation - Vacation leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated vacation leave shall not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated vacation leave shall have the excess accumulation converted to the sick leave balance so that only 240 hours are carried forth to January 1 of the next calendar year.

6.G. Manner of Taking Leave - Vacation leave may be taken as earned by a regular employee subject to the approval of the supervisor. Vacation leave must be taken in one-half hour increments. Comp time must be taken before vacation or sick leave.

6.H. Retention of Benefit Status - Those employees who are promoted or transferred within Moore County Government will retain all leave credits and other related benefits.

6.I. Payment for Accumulated Vacation Leave Upon Death - The estate of an employee who dies while employed by the County shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account not to exceed a maximum of 240 hours.

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In cases of prolonged medical condition, an employee may apply to become a recipient of leave transferred from the vacation and/or sick leave account of another employee within County Government. For purposes of this Policy, medical condition means the medical condition of an employee or an immediate family member (spouse, parents, children or other dependents living in the employee's household) of such employee that is likely to require an employee's absence from work for a period of 4 work weeks or more, and is likely to result in a substantial loss of income to the employee due to limited leave in the employee's account. The intent of this Policy is to allow employees to assist one another in case of a crisis involving a serious or prolonged medical condition. It is not the intent of this policy to apply to incidental, normal, short term medical conditions or illnesses.

The use of vacation leave on a shared basis for any purpose other than specified by this Policy is prohibited.

Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one to one personal basis.

This Policy does not apply to employees on workers compensation leave.

Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. Any donation of sick and/or vacation leave must be done on a voluntary basis. Solicitation on the part of Department Directors or supervisors is prohibited. An employee shall not directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using annual leave under this program. Such action by an employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.

The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.

The Human Resources Director is responsible for administering the shared leave program. Each case will be examined and decided based on its conformity to policy intent and must be handled consistently and equitably. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.

7.A. Guidelines:

- 7.A.1. Applicant must be a probationary or regular full time employee.
- 7.A.2. Applicant must have exhausted or will exhaust all sick, annual and compensatory leave to be eligible; the applicant's sick leave and annual leave balance must be zero.
- 7.A.3. The applicant anticipates being out 4 weeks or more.

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- 7.A.4. Applicant shall apply to the Department Director for participation; the Department Director shall review the request and forward to Human Resources with the recommendation to approve or not approve.
 - 7.A.5. The application shall include name, title, department, and description of medical condition, doctor's statement, and estimated length of time needed to participate in program.
 - 7.A.6. The amount of donated leave is not to reduce the donor's vacation leave balance below 80 hours
 - 7.A.7. The amount of donated leave is not to reduce the donor's sick leave balance below 240 hours
 - 7.A.8. The maximum amount of leave donated may be no more than 96 hours for sick per rolling year, either continuously or, for the same condition on a recurring basis.
 - 7.A.9. The maximum amount of leave donated may be no more than 96 hours for vacation per rolling year, either continuously or, for the same condition on a recurring basis.
 - 7.A.10. The minimum donation at one time is 4 hours.
- 7.B. Accounting and Usage Procedures
- 7.B.1. Human Resources, in conjunction with Financial Services, shall establish a system of leave accountability, which will accurately record leave donations and recipient's use. Such accounts shall provide a clear and accurate record for financial and management audit purposes: maintaining file of donors and the amount of leave donated; notifying recipients and donors of when leave is granted and the amount granted.
 - 7.B.2. Actual transfer of donated leave will occur at the end of each pay period. This will eliminate the possibility of the recipient having unused donated leave in his or her sick leave account after the approved need has ended.
 - 7.B.3. Approved recipients may start receiving shared leave as of the first day they would go into Leave without Pay status. At the expiration of the medical condition, any unused leave in the recipient's donated leave account shall be administered as follows:
 - 7.B.3.a. The vacation and sick leave account balance shall not exceed a combined total of 40 hours.
 - 7.B.3.b. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of 1 hour shall not be returned, based on the approved accrual rate.

COUNTY OF MOORE**PERSONNEL POLICY****Effective Date: November 17, 2009 Revised: July 1, 2025****Section 8. Sick Leave**

8.A. General Provisions - Sick leave with pay is not a right which an employee may demand, but a privilege granted by the Board of Commissioners for the benefit of an eligible employee.

Sick leave shall be used by an employee absent from work for any of the following reasons: sickness, bodily injury, illness of self, child, spouse or parent, required physical or dental examinations or treatment, or exposure to a contagious disease when continuing to work might jeopardize the health of others.

Sick leave may be used for death in the employee's immediate family, but may not exceed 5 days for any one occurrence, except by special permission from the Department Director or County Manager. Immediate family for the purposes of bereavement shall include spouse, parent, guardian, child, sister, brother, grandparent, and grandchild, plus the various combinations of half, step, in-law and adopted relationships, as well as official foster care placements, that can be derived from those names.

Requests to take sick leave should be submitted to the employee's immediate supervisor 3 days prior to the leave for a scheduled appointment and as soon as reasonably possible when calling in sick. Sick leave must be taken in one-half hour increments. Sick leave may be taken as earned. Comp time must be taken before vacation or sick leave.

8.B. Manner of Accumulation

8.B.1. Each full-time regular or probationary employee shall earn 12 days of sick leave annually, or 8 hours each month.

8.B.2. Part-time regular employees having a workweek with 20 hours or more shall earn 4 hours of sick leave each month.

8.B.3. Full-time employees who work at least 87.65 hours per calendar month will accrue sick leave for that month,

8.B.3 a EMS 24/48 hour employees shall work 139.65 hours per calendar month.

8.B.4. Part-time employees who work at least 44.33 hours per calendar month will accrue leave for that month.

Employees who are on FMLA leave and who have exhausted all sick and vacation leave shall be considered to have worked for purposes of accumulating leave under this section.

8.C. Maximum Accumulation - Sick leave will be cumulative for an indefinite period.

8.D. Physician's Certificate - The employee's supervisor or Department Director may require a physician's certificate concerning the nature of the illness and the employee's physical capacity to resume duties for each occasion on which an employee uses sick leave to insure that there is no abuse of sick leave privileges.

8.E. Retirement Credit for Accumulated Sick Leave - Retirement credit is allowed for days accrued in an employee's sick leave account at time of retirement to employees who are members of the North Carolina Local Governmental Employees' Retirement System, in accordance with the Retirement System's policies, as periodically amended.

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8.F. Transfer - The County will allow a new employee to transfer previously accumulated sick leave from another unit of North Carolina local or state government provided the separation from that unit is within 1 year of employment with the County and documentation is provided.

Section 9. Family and Medical Leave Act of 1993/Military Family Leave Entitlements

9.A. Purpose of Family and Medical Leave Act of 1993 (FMLA) - The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men.

9.B. Eligible Employees and Reasons for Leave - Except as otherwise noted below, a regular employee who has been employed with the County for at least 12 months and who has worked at least 1250 hours (half-time) during the previous 12 month period is entitled to a total of 12 workweeks, paid or unpaid leave, during any 12 month period for one or more of the following reasons under the basic leave entitlement:

- 9.B.1. For the birth or placement for adoption or foster care of a child and to care for the child provided the leave is taken within a 12 month period following such event. This applies to both parents. When both parents are employed by the County, they are limited to a total of 12 weeks of leave per 12 month period.
- 9.B.2. For the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition. However, when a husband and wife both work for the County, they are limited to a total of 12 weeks of leave in a 12 month period for the care of a parent.
- 9.B.3. For the employee who has a serious health condition that makes the employee unable to perform the functions of his/her position.

9.C. Military Family Leave Entitlements - An eligible employee, defined in 9.B., who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave shall only be available during a single 12 month period. During the single 12 month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave for any FMLA qualifying reason. Only 12 of the 26 weeks total may be for a FMLA qualifying reason other than to care for a covered service member.

- 9.C.1. Military Caregiver Leave - For the employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness is entitled to a total of 26 workweeks of leave during a single 12 month period to care for the service member.
- 9.C.2. Qualifying Exigency Leave - Grant an eligible employee up to a total of 12 workweeks of leave during the normal 12 month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or

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parent is on active duty, or has been notified of an impending call or ordered to active duty in support of a contingency operation.

9.D. For purposes of this Section Only, a workweek is defined as the number of hours an employee is regularly scheduled to work each week.

Leave without pay beyond the 12 week period or for employees not covered under the Family and Medical Leave Policy will be administered under the Leave Without Pay Policy. Under these circumstances, employees must pay for their health benefits coverage.

9.E. Temporary Employees - This Policy does not cover temporary employees since the maximum length of a temporary appointment is 1 year; however, if, by exception, a temporary employee is extended beyond 1 year, the employee would be covered if he/she had worked at least 1250 hours during the previous 12-month period. Any leave granted to a temporary employee would be without pay.

9F. Definitions - The following definitions apply to this Section Only:

9.F.1. Parent - A biological or adoptive parent or an individual who stood *in loco parentis* (a person who is in the position or place of a parent) to an employee when the employee was a child.

9.F.2. Child - is son or daughter - a biological, adopted, foster, step-child, legal ward, or a child of a person standing in loco parentis who is

9.F.2.a. Under 18 years of age or

9.F.2.b. Eighteen years of age and older and incapable of self-care because of a mental or physical disability.

9.F.3. Spouse - A husband or wife as recognized under state law.

9.F.4. Serious health conditions - An illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or that involves continuing treatment by a health care provider.

9.G. Leave Charges - When using Family and Medical Leave Act leave, an employee shall exhaust available compensatory, sick and vacation leave as appropriate before going on leave without pay. Periods of paid leave and periods of leave without pay count towards the 12 workweeks which the employee is entitled. The County uses a "rolling" 12 month period measured backward from the date an employee uses any Family and Medical Leave Act leave.

9.H. Intermittent Leave or Reduced Work Schedule - Pursuant to this Policy, an employee may not take leave intermittently or on a reduced work schedule for a childbirth and birth-related child care or for adoption unless the employee and County agree otherwise.

When medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition. If such leave is foreseeable, based on planned medical treatment, the

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agency may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

When an employee is on a reduced work schedule, the time not worked is counted against the total 12 workweeks or the 26 workweeks if the leave is qualified under the Military Caregiver Leave.

9.I. Employee Responsibility - The employee shall apply in writing to the supervisor for leave requested under this policy as follows:

- 9.I.1. Birth or adoption - The employee shall give the County no less than 30 days notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as possible.
- 9.I.2. Planned Medical Treatment - When the necessity for leave is to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must make a reasonable effort to schedule the treatment so as to not unduly disrupt operations, subject to the approval of the employee's health care provider or the health care provider of the employee's child, spouse, or parent. The employee must also give 30 days notice if practicable of the intention to take leave.

The employee shall be deemed to have applied for leave under this policy when the employee is on approved leave but has not given written notice of the intent to take family or medical leave to the supervisor, and the basis of the leave falls within the scope of this Policy. This includes worker's compensation leave. In these cases, the County shall notify the employee that time spent on paid leave or leave without pay is part of the 12 workweeks of leave.

If the employee will not return to work after the period of leave, the County should be notified in writing immediately. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation.

- 9.I.3. Military Family Leave Entitlements - Employees seeking to use Military Caregiver Leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable, but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable.

9.J. Certification - For leave pursuant to this Policy, the County may require that a claim for leave because of adoption be supported by reasonable proof of adoption.

- 9.J.1. The County may require that a claim for leave because of serious illness of the employee or of the employee's child, spouse, or parent be supported by a doctor's certification which includes the following:
 - 9.J.1.a. The date on which the serious health condition began;
 - 9.J.1.b. The probable duration of the condition;
 - 9.J.1.c. The appropriate medical facts regarding the condition;

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- 9.J.1.d. Statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that the employee is unable to perform the functions of the position, whichever applies; and
- 9.J.1.e. Where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.
- 9.J.1.f. Where the County has reason to doubt the validity of the certification, the County may require the employee to get the opinion of a second doctor designated or approved by the County. Where the second opinion differs from the opinion in the original certification provided, the County may require the employee to get the opinion of a third doctor designated or approved jointly by the County and the employee. The third opinion is final and is binding on the County and the employee. The County may require that the employee get subsequent recertification on a reasonable basis. The second and third certification and the recertification will be at the County expense.
- 9.J.2. The County may require that a request for military family leave be supported by an appropriate certification. The County may require that:
 - 9.J.2.a. Leave for a qualifying exigency be supported by a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party
 - 9.J.2.b. Leave to care for a covered service member with a serious injury or illness be supported by a certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

Second and third opinions and recertification are not permitted for certification of a covered service member's serious injury or illness or of a qualifying exigency. The County may use a health care provider, a human resource professional, a leave administrator, or a management official - but not the employee's direct supervisor - to authenticate or clarify a medical certification of a serious injury or illness, or an ITO or ITA. Additionally, the County may contact the individual or entity named in a certification of leave for a qualifying exigency for purposes of verifying the existence and nature of the meeting.

9.K. Employment and Benefits Protection

- 9.K.1. Reinstatement - The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. The County may require the employee to report at reasonable intervals to the Department

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Director and/or County Manager on the employee's status and intention to return to work. The County also may require that the employee receive certification that the employee is able to return to work.

- 9.K.2. Benefits - The employee shall be reinstated without loss of benefits accrued when the leave began.
- 9.K.3. Health Benefits - The County shall maintain coverage for the employee under the County's group health plan for the duration of leave at the level and under the conditions coverage would have been provided if the employee had continued employment. The County may recover the premiums if the employee fails to return after the period of leave to which the employee is entitled has expired for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

9.L. Interference with Rights

- 9.L.1. Actions prohibited - It is unlawful to interfere with, restrain, or deny any right provided by this Policy or to discharge, or in any other manner discriminate against an employee for opposing any practice made unlawful by this Policy.
- 9.L.2. Protected Activity - It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:
 - 9.L.2.a. Files any civil action, or institutes or causes to be instituted any civil proceeding under or related to this Policy;
 - 9.L.2.b. Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this Policy; or
 - 9.L.2.c. Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this Policy.

9.M. Enforcement - A violation of or denial of leave requested pursuant to the Family and Medical Leave Act of 1993 or the Military Family Leave Entitlements can result in any of the following or a combination of any of the following, and are enforced by the U. S. Secretary of Labor:

- 9.M.1. U. S. Department of Labor investigation;
- 9.M.2. Civil liability with the imposition of court cost and attorney's fees; or
- 9.M.3. Administrative action by the U.S. Department of Labor.

Any employee that knowingly provides false information for the purpose of obtaining such leave or uses FMLA leave for purposes other than those approved may be subject to having said leave withdrawn, losing all benefits accrued during said leave period and disciplinary action.

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A regular or probationary employee may be granted leave without pay for up to 6 months by the County Manager.

10.A. Reason for Requesting Leave without pay

10.A.1. Personal Disability where the employee shall use sick and vacation leave before taking leave without pay.

10.A.2. Continuation of education that would benefit the County.

10.A.3. Other reason deemed justified by County Manager.

10.B. Manner of Approval

10.B.1. Employee shall apply in writing to the department head for leave.

10.B.2. Department Head shall make a recommendation for approval or non-approval.

10.B.3. Department Head shall forward the request and recommendation to the County Manager.

10.B.4. The County Manager will approve or disapprove the request and return the decision to the employee and department director

10.C. The employee is obligated to return to duty within or at the end of leave without pay. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same or a similar position, seniority and pay held at the time leave was granted. If, at the expiration of leave without pay, the employee decides not to return to work, the County Manager should be notified immediately. Failure to report at the expiration of leave without pay, unless an extension has been requested and granted, shall be considered a resignation.

10. D. Leave without pay may also be used by the County as a form of disciplinary action. If an employee is placed on disciplinary leave without pay, the employee may not use accrued paid leave to substitute the leave without pay.

10.E. An employee ceases to earn all leave credits on the date leave without pay begins. The employee will have the financial responsibility through COBRA for their health benefits when on approved leave without pay for four consecutive weeks unless the County Manager grants continuation of county health benefits during the approved leave status.

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Section 11. Workers' Compensation Leave

When an employee is injured on the job as a result of a compensable accident and who loses time from work may draw benefits due under the North Carolina Workers' Compensation Act by choosing one of the following options:

11.A. Option 1: Elect to take accumulated sick or vacation leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits..

11.B. Option 2: Elect to go on workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation weekly benefits.

Once an option has been selected by the employee, it may not be rescinded for the duration of the claim.

If the employee qualifies, Family Medical Leave Act (FMLA) leave will run concurrent with Workers Compensation leave. Once FMLA has been exhausted, the employee may request Leave Without Pay as defined in Section 10 of this Article. Leave Without Pay status will have no impact on the employee's Workers Compensation claim or benefits.

Upon reinstatement, an employee will have his/her salary computed on the basis of the employee's last salary plus any increase to which the employee would have been entitled during period covered by workers' compensation and enrollment to health insurance benefits. While on workers' compensation leave, the employee shall continue to accumulate vacation and sick leave to be credited to the employee's account for use upon return to permanent duty. If the employee does not return to permanent duty from workers' compensation leave, vacation accumulated **only during the first 12 months of workers' compensation leave** will be exhausted by a lump sum payment, along with other unused vacation leave which had been accumulated at the time of the injury not to exceed 240 vacation hours. Temporary employees will be placed in a leave without pay status and will receive all benefits for which they may be eligible under the Workers' Compensation Act.

Section 12. Modified Duty for Work Related Accidents or Injuries

Modified duty is defined as a temporary change in an employee's physical requirements, hours of work, or any other limiting factor, caused by a medical condition as certified by an authorized health care provider that prevents an employee from performing one or more of the essential duties of his/her regular position with the County. Only medically authorized and specifically defined duties will be considered by Moore County for modified duty.

Only work related accidents or injuries will be eligible for modified duty. In order for an employee to be considered for modified duty, a written signed authorization from a County-approved medical professional must be furnished. The authorization must detail specific physical duties the employee can and cannot perform along with anticipated duration of the condition. It is the responsibility of Human Resources and the respective Department Director to accommodate for the employee's limitations, either by minimizing the physical demands of his/her regular job or seeking another position within the County which meets the specific recommendations as specified by the authorized health care provider. The employee may not use sick leave, annual leave, or leave without pay in lieu of returning to work while on modified duty status.

If available, modified duty will be provided until the employee reaches maximum medical improvement (MMI)

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Upon completion of the modified duty period, medical certification must be provided to the Human Resources Department PRIOR to returning to regular duty.

In the event the County cannot provide modified duty work the employee will be placed on Workers' Compensation Leave as discussed in Section 11.

Section 13. Leave During Inclement Weather: Emergency Closing

Moore County employees can anticipate occasional periods of inclement weather each year. It is the employee's discretion to report to work at his/her assigned time and place during inclement weather and make provisions for safe travel to and from work. It is the employee's responsibility to advise his/her supervisor of his/her decision to not report to work. In extreme cases, the County Manager or his or her designee, in the interest of employee safety and welfare, may close the County offices or shorten the hours of operation to cope with the weather situation. In this situation, non-essential personnel are not to report to work. The County Manager, at his discretion may open county government for employee's only. If this is the case, employees are expected to use discretion in reporting to work. Non-essential employees choosing to not report to work may utilize vacation leave or compensatory time. When closure or delayed opening is necessary for a department, or for a particular division/unit of a department, the Department Director shall obtain the approval of the County Manager or his/her designee. Announcements of closing or curtailing hours of operation will be made through automated telephonic announcement, email notification and/or the local media.

Employees of 24 hour per day operations are required to remain on duty until relieved by employees of the next scheduled shift. Employees in positions classified as Essential Positions are expected to report to work when contacted by County Officials and/or remain at work until released by County Officials.

Non-essential employees who are absent from work due to inclement weather or other emergencies will be required to take leave only for those hours the department is officially open during their work schedule.

An employee will be considered for Administrative Leave, during an inclement weather event if he/she:

- 13.A. Is scheduled to work on the day in which inclement weather alters the County offices standard work day AND
- 13.B. Is scheduled for actual hours in which offices are closed.

At no time will the use of Administrative Leave result in the employee being paid for more hours than his/her regular work day.

Administrative Leave may be granted by the County Manager to employees in Essential Positions if they are unable to report for their regular scheduled shift due to legitimate environmental conditions that preclude them from traveling to the worksite.

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NON-INCLUSIVE EXAMPLES

Event	Employee	Non-Exempt	Exempt
Late Opening	Elects not to report	Must use Vacation Leave for those hours the department is officially open during his/her work schedule	Must use Vacation Leave for those hours the department is officially open during his/her work schedule
Late Opening	Reports to work	Paid for actual time worked plus Administrative Leave to equal standard work day	Receives full day pay
Late Opening	Reports later than announced opening	Paid for actual time worked and Administrative Leave for hours closed and must use annual leave to equal standard work day	Receives full day pay
Late Opening	Is scheduled for annual (vacation) or sick leave	Uses Vacation or Sick Leave for those hours the department is officially open during his/her work schedule for unless on FMLA	Uses Vacation or Sick Leave for those hours the department is officially open during his/her work schedule for unless on FMLA
County Offices Closed	Is scheduled to work	Awarded Admin Leave for the day	Awarded Admin Leave for the day
County Offices Closed	Is scheduled for annual or sick leave	Awarded Admin Leave for the day	Awarded Admin Leave for the day
Early Closing	Elects not to report	Must use Vacation Leave for those hours the department is officially open during his/her work schedule	Must use Vacation Leave for those hours the department is officially open during his/her work schedule.
Early Closing	Reports to Work	Paid for actual time worked plus Admin Leave to equal standard work day	Receives full day pay
Early Closing	Leaves work earlier	Paid for actual time worked and Admin Leave and must use annual leave to equal standard work day	Receives full day pay
Early Closing	Is scheduled for Vacation or Sick leave	Uses Vacation or Sick Leave for those hours the department is officially open during his/her work schedule unless on FMLA	Uses Vacation or Sick Leave for those hours the department is officially open during his/her work schedule unless on FMLA

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Regular employees who are members of the National Guard or Armed Forces Reserve will be allowed 10 work days for military training leave annually with partial compensation. Written requests for leave shall be made to the Department Director and forwarded to the Human Resources Director. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a County employee, the employee shall receive partial compensation equal to the difference in the base salary earned as a reservist or a guardsman and the salary that would have been earned during this same period as a County employee. The effect will be to maintain the employee's salary at the normal level during this period. If such military duty is required beyond this 10 workday period, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status. While taking military leave with partial pay or without pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Regular employees who are guardsmen and reservists have all job rights specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. In order to receive pay for this leave, an employee must submit a record of his/her military pay to the Finance Officer immediately upon return from leave.

Section 15. Civil Leave

A regular full time and regular part time County employee called for jury duty or subpoenaed as a court witness for the federal or state governments or a subdivision thereof, shall be allowed leave with pay for such duty during the required absence, without charge to accumulated vacation or sick leave.

Any County employee subpoenaed as a witness for court appearances *in connection with his/her official duties for the County*, must remit to the County any witness fees awarded by that Court for court appearances. Any County employee who receives a travel allowance for such a court appearance shall remit that allowance to the County unless the employee used his/her personal vehicle for travel; however, for such court appearance the employee shall first attempt to secure the use of a County vehicle.

Any County employee who must attend or appear in court for personal matters, or matters in which the employee is a party, shall use vacation leave or leave without pay.

Section 16. Community Involvement Leave: Employees may be granted a maximum of eight (8) hours of leave per employee per fiscal year for participation in school activities of their children or for volunteer activities conducted in a community organization. Schools shall include public and private, day-care and preschool. Volunteer opportunities can be performed in government, non-profit, religious, or civic organizations. Community Involvement Leave may not be used for partisan political activity. This leave will be paid for full-time regular employees and is unpaid for all other employees. Employees must have successfully completed six (6) months of employment to be eligible for Community Involvement Leave. Community Involvement Leave does not accrue and has no value at separation.

Section 17. Administrative Leave

The County Manager, for purposes considered to be in the public interest, in cases of civil disturbances, severe weather conditions, or in such other circumstances as good judgment and common practice would dictate may authorize leave with pay.

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ARTICLE VII. EMPLOYEE BENEFITS

Section 1. Coverage

The benefits provided for under the provisions of this article are subject to the policies and procedures of the respective insurance providers and/or underwriters and Moore County does not guarantee or warrant any benefits.

Section 2. Group Health and Dental Insurance

The County shall make medical and dental insurance coverage available to employees who are hired into full time positions and regularly work full time. The coverage takes effect on the first day of employment. The County shall make medical insurance coverage available to all employees qualifying under the Patient Protection and Affordable Care Act.

The employee may elect to obtain medical and dental coverage for eligible dependents at his/her own expense through payroll deduction.

All regular full-time County employees who work at least 40 hours per week, whose retirement is under the provision of the North Carolina Local Government Employees' Retirement System through length of service, during which time at least 15 consecutive years are served with Moore County prior to retirement, may receive coverage under the County group health and dental insurance policy. Retired Employee coverage is only available to Retired Employees. COBRA continuation coverage is the only coverage option available under the Plan to dependents of a Retired Employee. Premiums are calculated as follows:

2.A. Retiree pays 100% of current premium when eligible for state retirement and worked the last 15 years with Moore County;

2.B. Retiree pays 50% of current premium when he/she has 20 years of service with state retirement plan and worked the last 15 years with Moore County;

2.C. Retiree pays 25% of current premium when he/she has 30 years of service recognized with state retirement plan and worked the last 15 years with Moore County.

Premiums will be calculated annually and will be subject to adjustment as necessary. At the effective date of Medicare, the retiree health insurance becomes a supplement policy with a rate of 50% of current premium for retirees qualifying under the above sections 2(a) or 2(b). Retiree qualifying under section 2(c) will pay 25% of the current premium rate. The Retiree Health Plan will become secondary coverage when a retiree has become eligible for Medicare or another employer-sponsored plan.

A County of Moore retiree, as it pertains to this Section, who returns to full-time employment with the County of Moore will no longer, for the purpose of this policy, be classified as a retiree under the County group health and dental insurance plan but will be classified as a covered employee during the duration of the return to full-time Moore County government employment. Once full-time employment ends, the employee would be eligible for insurance coverage under this section at the same rate as when employee had previously retired from the County of Moore. If, however, the most recent full-time employment qualifies the employee to receive a lower premium rate the employee would be entitled to health and dental insurance at the greater benefit level.

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Example A: Employee originally retired July 1, 2005 and had worked the last 15 years with County of Moore, the employee pays 100% of the health and dental premium as a retiree. Same employee returned to full-time employment January 1, 2006 and works for 5 continual years this retiree would still qualify to pay 100% of health and dental premium the same as when they had previously retired, and would return to retiree health and dental status once retirement began again.

Example B: Employee originally retired July 1, 2005 and had worked the last 15 years with County of Moore, the employee pays 100% of the health and dental premium as a retiree. Same employee returned to full-time employment January 1, 2006 and works for 15 additional continual years, this retiree would now qualify to pay 25% of the health and dental premium.

For retirees whose hire date is on or after January 1, 2010, health coverage will end when retiree becomes eligible for Medicare at age 65 but this does not apply to a retiree who retired on or before January 1, 2010 and returns as a full-time employee.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), health benefits can be continued, at the employee's or dependent's request and expense, after termination of employment in certain circumstances or other qualifying event.

Section 3. Group Life Insurance

The County provides life insurance. To be eligible for life insurance the employee must be a member. The following defines membership and the benefit:

3.A. An active, permanent part-time employee who is regularly working at least 20 hours per week is covered by a \$10,000 policy.

3.B. An active, full-time employee who is regularly working at least 40 hours per week is covered by twice the basic yearly earnings; or

3.C. An active Commissioner of Moore County is covered for \$25,000.

Employees, at their own expense through payroll deduction, may acquire insurance for their dependents. In some instances, employees' coverage amounts will be subject to medical underwriting. The insurer will determine the type and form of required proof.

Section 4. Unemployment Compensation

In accordance with Public Law 94-566 and Chapter 1124 of the Session Laws of 1977 of the North Carolina General Assembly, local governments are covered by unemployment insurance effective January 1, 1978.

County employees may apply for unemployment compensation through the local office of the Employment Security Commission which will determine the employee's eligibility for this benefit.

Section 5. Social Security

The County, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

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Section 6. Retirement Plan

The County participates in a retirement program for employees through the North Carolina Local Governmental Employees' Retirement System and the Law Enforcement Officers' Benefits and Retirement Fund. Sworn law enforcement officers shall have the option of membership in either retirement system, only at the time of initial employment.

Each employee appointed to a regular position shall be required to join one of the retirement plans, in accordance with the rules and regulations of the applicable retirement system as currently existing or hereafter amended.

Section 7. Death Benefit

The beneficiary of an employee who dies after 1 year of contributing to the North Carolina Local Governmental Employees' Retirement System AND while still being paid a salary by the County will receive a single lump sum payment from the North Carolina Retirement System. This payment equals the highest 12 months' salary in a row during the 24 months before the employee's death, but not less than \$25,000 and no more than \$50,000. This benefit is also paid if the employee dies within 180 days of the last day for which he/she was paid salary.

Section 8. Law Enforcement Officers' Separation Allowance

The County shall provide a special separation allowance as required by NC G.S. 143-166.41 and NC G.S. 143-166.42, as amended.

Section 9. Longevity Pay

In addition to regular salaries, a longevity payment may be made annually in recognition of long term service of regular full-time employees, , who have served at least three (3) continuous years with Moore County and have scored at least proficient on their performance evaluation as of July 3rd of each year. Longevity pay is subject to annual approval by the Board of Commissioners during the adoption of the budget.

Annual longevity pay amounts are based on the length of continuous service with Moore County and a percentage of the employee's annual rate of base pay on the date of eligibility as of July 3rd of each year, with the payment being made the Wednesday prior to Thanksgiving.

Longevity pay amounts are computed by multiplying the employee's base pay rate by the appropriate percentage from the following table:

Years of Aggregate Service	Longevity Pay Rate
3 through 5 years	1%
6 through 10 years	2%
11 through 15 years	3%
16 through 20 years	4%
21 years or more	5%

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Longevity pay is neither considered a part of annual pay for classification and pay purposes, nor is it to be recorded in personnel records as a part of annual base salary. Appropriate Federal, State, FICA and retirement will be deducted. An employee must be actively employed with the County of Moore on the Wednesday before Thanksgiving to be eligible for longevity pay.

Section 10. Supplemental Retirement Plan 401(k)

G.S. 143-166.50 requires each County to place an amount equal to a specified percentage of the gross annual salary for all sworn law enforcement personnel in a 401(k) Savings Plan. All other regular, full-time and part time County employees can voluntarily place a portion of their pre-tax salary, up to the annual limit amount established by the 401(k) plan. The County will provide funds for non-law enforcement employees in an amount as determined by the Board of Commissioners.

Section 11. Training and Educational Incentives

Moore County, will, if funds are available, provide reimbursement for expenses incurred in completing job-related training sessions, seminars, or workshops, which relate directly to the employees' duties and responsibilities with the County. Reimbursement for expenses will be limited to registration fees, mileage, meals and lodging. As a condition of incurring the expense of training and/or education of an employee, the County may require the employee to execute a contract dictating the terms of the training or education. These terms include, but are not limited to, the repayment of training expenses if the employee terminates employment with the County. The repayment term of this contract is not to exceed 5 years of service from the completion of training or education.

Employee may find the procedure for reimbursement for approved expenses and travel in the Finance Office Travel Procedure guideline.

Section 12. Employee Assistance Program

The purpose of the Employee Assistance Program (EAP) is to provide Moore County employees and their families with confidential rehabilitative services for the treatment of emotional, psychological, psychiatric, stress-related, and substance dependence problems. These disorders or problems, if left uncorrected, may result in a decreased quality of life for those affected and their families and will often result in work deficiencies, including decreased productivity, increased absenteeism, unacceptable job conduct, work injuries, increased medical care usage, poor judgment and decision-making ability, work-group conflicts, poor morale, safety hazards to the public and co-workers, and negative consequences to our employees and the community. Strict confidentiality is essential and will be maintained. While there may be occasions when a supervisor will suggest, or refer, an employee to the EAP, the program should in no way be construed as disciplinary. It is voluntary and is provided to help the employee sort through difficulties that may affect his/her job performance.

12.A. Eligibility

12.A.1. All employees are eligible

12.A.2. Members of the employee's immediate family age 18 or older

12.B. Self-Referrals - Employees are encouraged to utilize the EAP as the need for professional help or guidance arises and may access the EAP directly by phone. Help is available 24 hours a day, 7

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days a week. No employee's job security or promotional opportunities will be jeopardized due to participation in the program. This call is absolutely confidential.

12.C. Supervisory Referrals - In those cases where it is necessary for a supervisor to refer an employee to the EAP program due to poor performance or personal conduct to avoid the necessity for disciplinary action, it is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan in order to address conditions apparently causing the poor performance or personal conduct on the job. Any employee whose performance or personal conduct does not improve, or continues to deteriorate, remains subject to the normal disciplinary actions in accordance with Article VIII.

12.D. Referrals to Network Healthcare Providers - In some cases, it is necessary for an employee to be referred by the EAP to another health care provider for additional or specialized services. In these cases, the EAP professionals are well acquainted with the County's Health Plan and will make the appropriate network referral ensuring that the employee may maximize his/her health care benefits. Any referral expenses incurred beyond that, which is covered by the insurance plan will be the responsibility of the employee. Those potential costs will be discussed between the employee and the EAP counselor in advance to consider options for meeting the expense, and the employee has the final choice of whether to accept the referral.

Section 13. Wellness Center Use

13.A. Eligibility - The County's wellness center is intended to be available to all full time employees who are eligible to be on the County's Health Plan. Employees' dependents covered by the health plan will be eligible to use the wellness center. Moore County retirees participating in the County's health plan are eligible.

13.B. Record Procedures - All personal medical services will be confidential. The medical records will be maintained by the medical providers contracted to operate the wellness center.

The medical records of Moore County employees treated for workers' compensation injuries will be shared with the County Human Resources Director in accordance with North Carolina Industrial Commission regulations.

Employees and retirees must show a current health benefit insurance card and picture identification. Dependents must be listed on the employees' health benefit insurance card to be seen at the employee wellness center. These identifications will be checked at each visit to the wellness center.

13.C. Use of Sick Time - In order to avoid being charged for sick leave, an employee's intention must be to work on the day of the medical visit to the wellness center. If an employee is at work but visits the wellness center and then returns to work immediately following the medical visit, sick leave will not be charged.

Leave time must be used if an employee is accompanying a spouse or dependent to the wellness center.

13.D. All employees are required to use the wellness center for workers' compensation purposes. In the event that the center is closed, the employee will be directed by the Department Director or Human Resources Department where to obtain treatment. All time spent for workers' compensation

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visits are to be coded as workers compensation and Wellness Works Center on the individual's time sheet.

13.E The medical providers contracted to operate the wellness center have the authority to notify the County if they feel the employee is abusing the benefit of the wellness center. The medical providers at the wellness center, in conjunction with the County Manager and Human Resources have the authority to dismiss a patient from treatment as a result of this abuse.

Section 14. Other Benefits

Additional deductions or benefits may be allowed at the option of the employee, under the provisions of the insurance contracts, and may be payroll deducted. These deductions include but are not limited to the following:

14.A. Flexible Spending Account - provided by Section 125 of the Internal Revenue Code, allowing employees to spend pretax dollars on eligible healthcare products and services and/or dependent care expenses received by the employee or an eligible dependent during the coverage period;

14.B. United Way Contributions;

14.C. Credit Union deductions; and

14.D. Any miscellaneous insurance premiums as authorized.

Section 15. Employer Statement

The County of Moore reserves the right to amend or terminate any of the preceding benefits or programs, or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity.

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ARTICLE VIII. DISCIPLINE AND SEPARATION

Section 1. Disciplinary Actions

1.A. General Provisions - It is the intent of Moore County to provide employees and management with a fair, clear and useful tool for correcting and improving job performance problems, as well as for providing a process to assist management in handling instances of unacceptable personal conduct. In accordance with the provisions of this Article, disciplinary actions shall be administered in as near a uniform manner as possible in all departments.

Any employee, regardless of occupation, position, or profession, may be warned, demoted, suspended or dismissed. Such actions will be the responsibility of the Department Director. Disciplinary actions may be taken against regular employees only for just cause. The degree and type of action taken shall be based upon the sound and considered judgment of the Department Director in accordance with this Article.

Probationary employees may be dismissed without cause at any time during the probationary period following their initial appointment.

Just cause can consist of any one or a combination of the following.

2.A. Unsatisfactory Job performance - defined as work-related performance that fails to satisfactorily meet job requirements as specified in the relevant job description, work plans or as directed by management of the work unit or department.

The following examples relating to unsatisfactory job performance are representative of, but not limited to, those sufficient for discipline, up to and including dismissal:

- 2.A.1. Inefficiency, negligence or incompetence in the performance of duties;
- 2.A.2. Careless, negligent or improper use of County property or equipment;
- 2.A.3. Physical or mental incapacity to perform duties, as certified by a physician;
- 2.A.4. Discourteous treatment of the public or other employees;
- 2.A.5. Absence without approved leave;
- 2.A.6. Improper use of leave privileges;
- 2.A.7. Habitual pattern of failure to report for duty at the assigned time and place;
- 2.A.8. Failure to complete work within established time frames.

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2.B. Written Warning for Unsatisfactory job performance When a supervisor determines that disciplinary action is appropriate for unsatisfactory job performance, a written warning is the first type of disciplinary action that an employee must receive. For a written warning to be official, a written warning must:

- 2.B.1. Clearly inform the employee that it is an official written warning;
- 2.B.2. Clearly inform the employee of the specific issues that are the basis for the warning;
- 2.B.3. State the specific improvements that must be made to address these specific issues;
- 2.B.4. State the time frame allowed for making the required improvements/corrections and set a specified time frame. Absent a specific time frame, 60 days is the time frame allowed for correction.
- 2.B.5. Clearly inform the employee of the consequences of failing to make the required improvements/corrections;
- 2.B.6. Be forwarded to the Human Resources Director to be placed in the personnel file; and

Employee has no appeal rights for a written warning.

2.C. Suspension with Pay for unsatisfactory job performance Suspension with pay may be used for any one or a combination of the following:

- 2.C.1. To provide time to investigate, establish facts, and reach a decision concerning an employee's status;
- 2.C.2. To provide time to schedule and hold a pre-dismissal conference; and/or
- 2.C.3. To avoid undue disruption of work or to protect the safety of persons or property.

Employee has no appeal rights for a suspension with pay.

A suspension with pay shall not exceed 30 calendar days unless extended by the County Manager. Extensions shall be in writing to the employee and include the specific reason for the extension and the length of the extension.

A suspension with pay shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

2.D. Suspension without Pay for Unsatisfactory Job Performance. An employee may be suspended without pay for disciplinary purposes for unsatisfactory job performance after the receipt of at least one prior disciplinary action.

- 2.D.1. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for

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which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.

- 2.D.2. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension.

2.D.2.a Non-Exempt Employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least 1 full work day, but not more than 2 work weeks.

2.D.2.b. Exempt Employee is exempt from the overtime compensation provisions of the FLSA must be for at least 1 full work week, but not more than 2 full work weeks

- 2.D.3. Advise the employee of any applicable appeal rights in the document affecting the suspension.

2.E. Disciplinary Demotion for Unsatisfactory Job Performance. An employee may be demoted for any reason constituting just cause in accordance with the procedural requirements below. A demotion may take one of three forms:

- 2.E.1. The employee may be demoted to a lower pay grade with a reduction in salary rate as long as the new salary rate does not exceed the maximum of the salary range for the new lower pay grade;

- 2.E.2. The employee may be demoted to a lower pay grade without a reduction in salary rate as long as the salary rate does not exceed the maximum of the salary range for the new lower pay grade; or

- 2.E.3. The employee may be demoted while retaining the same pay grade with a reduction in salary rate. In no event shall an employee's salary rate be reduced to less than the step 1 of salary rate for the applicable pay grade or the special entry rate, if in effect.

- 2.E.4. To demote an employee, the appointing authority must comply with the following procedural requirements:

2.E.4.a. The employee must have received at least one prior disciplinary action before being demoted;

2.E.4.b. Review the employee's actions and the proposed discipline with the Human Resources Director;

2.E.4.c. Schedule and conduct a pre-disciplinary conference. Advance written notice of the time, location, and issue for which discipline has been recommended must be provided to the employee. The amount of advance notice should be as much as is practicable under the circumstances;

2.E.4.d. Furnish the employee with a written statement setting forth the specific acts or omissions that are the reasons for the demotion, stating clearly how and to what extent the demotion will affect the employee's salary rate or pay grade, and advising the employee of any applicable appeal rights; and

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- 2.E.4.e. Forward a copy of the written statement to the Human Resources Director to be placed in the personnel file.

2.F. Dismissal for Unsatisfactory Job Performance - In order to be dismissed for unsatisfactory job performance, an employee must first receive at least two prior disciplinary actions, which may be a written warnings and/or other written disciplinary action, followed by a final written warning notifying the employee that failure to make the required improvements may result in dismissal. Successive disciplinary actions do not have to concern the same type of unsatisfactory job performance, nor do successive disciplinary actions have to concern the same type of just cause. For example, a final written warning for unacceptable job performance could follow an initial disciplinary action for grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials.

After an employee has received the required prior disciplinary actions, he/she may be dismissed pursuant to the procedures outlined below.

- 2.F.1. Review the employee's actions and the proposed discipline with the Human Resources Director;
- 2.F.2. Schedule a pre-disciplinary conference with the employee. Advanced written notice of the conference must be given to the employee detailing the time and location of the conference and the issue for which dismissal has been recommended.
- 2.F.3. Conduct the pre-disciplinary conference with the employee. Attendance at this conference is limited to the employee and the person conducting the conference subject to the following exceptions. A second management representative and/or security personnel may be present at management's discretion. No attorneys representing either side may attend the conference. During the conference, the employee shall be given notice of the recommendation of dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer arguments and information in support of his/her position but may not present witnesses.
- 2.F.4. Review and consider the response of the employee following the conference. To minimize the risk of dismissal upon erroneous information and to allow time for the review of all necessary information, a decision should not be communicated to the employee prior to the beginning of the business day immediately following the pre-disciplinary conference no later than the end of the second business day following the conclusion of the pre-dismissal conference. When extension of this time period is necessary for investigative or other purposes, the employee shall be notified.
- 2.F.5 If the decision is made to dismiss the employee, provide the employee with a written letter of dismissal detailing the specific reasons for dismissal, the effective date of the dismissal, and the employee's appeal rights. This letter shall be delivered to the

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employee in person or by certified mail, return receipt requested, to the employee's last known address. The effective date of the dismissal is determined by the dismissing authority but shall not be earlier than the letter of dismissal.

2.F.6. Forward a copy of the letter of dismissal to the Human Resources Director to be placed in the personnel file.

2.G. Grossly inefficient job performance is defined as instances in which the employee fails to satisfactorily perform job requirements as specified in the relevant job description, work plans or as directed by the management of the work unit or department when that failure results in:

2.G.1. The creation of the potential for death or serious harm to a client(s), an employee(s), members of the public or to a person(s) over whom the employee has responsibility; or

2.G.2. The loss of or damage to County property or funds that results in a serious impact on the County and/or work unit.

When discipline of an employee for grossly inefficient job performance, follow the direction of this Article, sections 2.B, 2.C, 2.D, 2.E and 2.F.

2. H. Failure to maintain required credentials - Employees in classifications that require a certain license, registration, or certification in order to perform assigned job duties are responsible for obtaining and maintaining said credentials, and a failure to do so constitutes just cause for disciplinary action.

3.A. Unacceptable personal conduct, - defined as work-related or non-work related conduct and may be intentional or unintentional. An employee may be warned, suspended with pay, suspended without pay, demoted, or dismissed for causes relating to personal conduct detrimental to County service in order to avoid undue disruption of work, protect the safety of persons or property, or for other serious reasons.

The following examples relating to unacceptable personal conduct are representative of, but not limited to, those sufficient for discipline, up to and including dismissal:

3.A.1. Conduct for which no reasonable person should expect to receive prior warning;

3.A.2. Fraud in securing appointment;

3.A.3. Conduct unbecoming a public officer or employee;

3.A.4. Conviction of a felony or a misdemeanor which is detrimental to County Services or the performance of duties, or a plea of "no contest" to either;

3.A.5. Misappropriation of County funds or property;

3.A.6. Falsification of County records;

3.A.7. Willful violation of known or written work rules and/or policies;

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- 3.A.8. Willful violation of the Moore County Substance Abuse Policy;
- 3.A.9. Insubordination which is the willful failure or refusal to carry out a reasonable order from an authorized supervisor. Insubordination is considered unacceptable personal conduct for which any level of discipline, including dismissal, may be imposed without prior warning;
- 3.A.10. Willful damage or destruction of property;
- 3.A.11. Willful acts that would endanger the lives and/or property of others;
- 3.A.12. Acceptance of gifts in exchange for "favors" or "influence";
- 3.A.13. Possession of unauthorized firearms or other lethal weapons on the job;
- 3.A.14. Sexual, racial or other unlawful harassment of a co-worker, applicant for employment, client or member of the public;
- 3.A.15. Incompatible employment or conflict of interest;
- 3.A.16. Obtaining or conveying, without proper authorization, identified confidential information;
- 3.A.17. Violation of political activity restrictions;
- 3.A.18. Failure to pay taxes owed to the County.

A regular County employee wishing to appeal a demotion, suspension without pay, dismissal, or reduction-in-force may present the matter in accordance with the provision of the grievance procedure prescribed in Article IX of this policy. Employees subject to the State Personnel Act, NCGS Chapter 126, wishing to appeal the actions indicated above may do so in accordance with established policies approved by the State Personnel Commission. No disciplinary action shall be invalid solely because the disciplinary action is labeled incorrectly.

3.B. Written Warning for Unacceptable Personal Conduct When a supervisor determines that disciplinary action is appropriate for unacceptable personal conduct, a written warning may be issued. For a written warning to be official, a written warning must:

- 3.B.1. Clearly inform the employee that it is an official written warning;
- 3.B.3. Clearly inform the employee of the specific issues that are the basis for the warning;
- 3.B.3. State the specific improvements that must be made to address these specific issues;
- 3.B.4. State the time frame allowed for making the required improvements/corrections is immediate.
- 3.B.5. Clearly inform the employee of the consequences of failing to make the required improvements/corrections;

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- 3.B.6. Employee has no appeal rights for a written warning;
- 3.B.7. Be forwarded to the Human Resources Director to be placed in the personnel file; and

3.C. Suspension with Pay for Unacceptable Personal Conduct. Suspension with pay may be used for any one or a combination of the following:

- 3.C.1. To provide time to investigate, establish facts, and reach a decision concerning an employee's status;
- 3.C.2. To provide time to schedule and hold a pre-dismissal conference; and/or
- 3.C.3. To avoid undue disruption of work or to protect the safety of persons or property.
- 3.C.4. Employee has no appeal rights for a suspension with pay.

A suspension with pay shall not exceed 30 calendar days unless extended by the County Manager. Extensions shall be in writing to the employee and include the specific reason for the extension and the length of the extension.

A suspension with pay shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

3.D. Suspension without Pay for Unacceptable Personal Conduct. An employee may be suspended without pay at any time for unacceptable personal conduct or grossly inefficient job performance. An employee who has been suspended without pay must be furnished a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension and the employee's appeal rights.

3.D.1. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.

3.D.2. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension.

- 3.D.2.a. Non-Exempt Employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least 1 full work day, but not more than 2 work weeks.
- 3.D.2.b. Exempt Employee is exempt from the overtime compensation provisions of the FLSA must be for at least 1 full work week, but not more than 2 full work weeks

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3.D.3. Advise the employee of any applicable appeal rights in the document affecting the suspension.

3.E. Demotion for Unacceptable Personal Conduct. An employee may be demoted for any reason constituting just cause in accordance with the procedural requirements below. A demotion may take one of three forms:

- 3.E.1. The employee may be demoted to a lower pay grade with a reduction in salary rate as long as the new salary rate does not exceed the maximum of the salary range for the new lower pay grade;
- 3.E.2. The employee may be demoted to a lower pay grade without a reduction in salary rate as long as the salary rate does not exceed the maximum of the salary range for the new lower pay grade; or
- 3.E.3. The employee may be demoted while retaining the same pay grade with a reduction in salary rate. In no event shall an employee's salary rate be reduced to less than the minimum salary rate for the applicable pay grade or the special entry rate, if in effect.
- 3.E.4. To demote an employee, the appointing authority must comply with the following procedural requirements:

3.E.4.a. In matters of grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials, no prior disciplinary actions are required;

3.E.4.b. Review the employee's actions and the proposed discipline with the Human Resources Director;

3.E.4.c. Schedule and conduct a pre-disciplinary conference. Advance written notice of the time, location, and issue for which discipline has been recommended

must be provided to the employee. The amount of advance notice should be as much as is practicable under the circumstances;

3.E.4.d. Furnish the employee with a written statement setting forth the specific acts or omissions that are the reasons for the demotion, stating clearly how and to what extent the demotion will affect the employee's salary rate or pay grade, and

3.E.4.e. Advise the employee of any applicable appeal rights in the document affecting the demotion.

3.E.4.f. Forward a copy of the written statement to the Human Resources Director to be placed in the personnel file.

3.F. Dismissal for Unacceptable Personal Conduct An employee may be dismissed on the basis of grossly inefficient job performance, unacceptable personal conduct, or failure to maintain

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required credentials without any prior disciplinary action. However, nothing in this Article precludes management from using other disciplinary actions prior to proceeding to dismissal.

In dismissing an employee pursuant to this Section, the Department Director must follow:

- 3.F.1. Review the employee's actions and the proposed discipline with the Human Resources Director;
- 3.F.2. Schedule a pre-disciplinary conference with the employee. Advanced written notice of the conference must be given to the employee detailing the time and location of the conference and the issue for which dismissal has been recommended.
- 3.F.3. Conduct the pre-disciplinary conference with the employee. Attendance at this conference is limited to the employee and the person conducting the conference subject to the following exceptions. A second management representative and/or security personnel may be present at management's discretion. No attorneys representing either side may attend the conference. During the conference, the employee shall be given notice of the recommendation of dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer arguments and information in support of his/her position but may not present witnesses.
- 3.F.4. Review and consider the response of the employee following the conference. To minimize the risk of dismissal upon erroneous information and to allow time for the review of all necessary information, a decision should not be communicated to the employee prior to the beginning of the business day immediately following the pre-disciplinary conference no later than the end of the second business day following the conclusion of the pre-dismissal conference. When extension of this time period is necessary for investigative or other purposes, the employee shall be notified.
- 3.F.5. If the decision is made to dismiss the employee, provide the employee with a written letter of dismissal detailing the specific reasons for dismissal, the effective date of the dismissal. This letter shall be delivered to the employee in person or by certified mail, return receipt requested, to the employee's last known address. The effective date of the dismissal is determined by the dismissing authority but shall not be earlier than the letter of dismissal.
- 3.F.6. Advise the employee in writing of any applicable appeal rights in the document affecting the dismissal
- 3.F.7. Forward a copy of the letter of dismissal to the Human Resources Director to be placed in the personnel file.

Section 2. Types of Separations

2.A. Resignation - Resignation in good standing occurs when an employee submits and works a written notice of resignation for a minimum of 2 weeks or alternate approved plan prior to the effective date of resignation. Department Directors are required to give a 30 day written notice of

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resignation to the County Manager or hiring authority. Such notice shall be provided to the Department Director who shall acknowledge the employee's resignation in writing and forward a copy of the resignation and acknowledgement to the Human Resources Director and when appropriate, the County Manager, appointing authority or governing body. The last day worked by an employee will be recorded as the date of separation. Vacation, sick or compensatory leave will not be permitted to exhaust a notice of resignation.

2.A.1. Resignation not in good standing occurs when:

2.A.1.a. An employee fails to submit and work a written notice of resignation at least 2 weeks prior to the effective date of resignation;

2.A.1.b. An employee fails to report to work following a leave of absence without pay;

2.A.1.c. An employee is absent from work 3 consecutive working days without authorized leave – separation pursuant to this policy should not occur until the employing department has undertaken reasonable efforts to locate the employee and determine when or if the employee is intending to return to work; or

2.A.1.d. An employee resigns to avoid announced disciplinary action.

2.A.2. An employee who resigns in good standing may be considered for future employment with the County. An employee who resigns from County employment not in good standing is normally ineligible for future employment with the County.

2.B. Reduction-in-Force - In the event that a reduction-in-force becomes necessary, consideration shall be given to the needs of the organization, the seniority of the employee, and the quality of each employee's past performance. No regular employee shall be separated while there are probationary, temporary or other non-regular employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the non-regular employee. Employees who are laid off because of reduction-in-force shall be given at least 2 weeks notice of anticipated layoff.

2.C. Disability - An employee may be separated for disability when the employee cannot perform the essential functions of the position because of a physical or mental impairment. Action for disability separation may be initiated by the employee or the County.

Consideration for disability separation shall be supported by medical evidence as certified by a competent physician. Furthermore, the County may require a physical and/or mental examination at its expense by a physician of its choice.

Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions within the County's service for which the employee may be suited.

2.D. Retirement - When an employee meets the conditions set forth under the provisions of any retirement plan adopted by the Board of County Commissioners for County employees, he/she may elect to retire and receive all benefits earned under said retirement plan.

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2.E. Dismissal - See Section 1 of this Article.

2.F. Death - All compensation due in accordance with this Policy will be paid to the estate of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.

Section 3. Reinstatement to Regular Status

3.A. An employee who resigns while in good standing, or who is separated because of reduction-in-force may be reinstated within 1 year of the date of separation, with the approval of the Department Director and the Human Resources Director.

3.B. A former regular full-time or regular part-time employee with a break in service may be reinstated and appointed to the same salary step as at separation within 1 year following the date of separation if in the same position.

3.C. A break in service occurs when an employee is in non-pay status for more than 31 calendar days. An employee is in non-pay status after the last day of work prior to separation because of resignation, dismissal, death, retirement, reduction in force or on leave without pay. An employee is in pay status when working, when on paid vacation, sick, or civil leave, when on leave pursuant to the FMLA, or when on Worker's Compensation leave.

3.D. An employee otherwise eligible for reinstatement in (3.A.) above may be offered reinstatement with a probationary period of appointment at the discretion of the Department Director, subject to the approval of the Human Resources Director. In this instance, the employee must meet all requirements of the probationary period as for initial appointments.

3.E. An employee who enters extended active duty with the Armed Forces of the United States, the Public Health Service, the National Guard or with any Reserve component of the Armed Forces will

be granted reinstatement rights commensurate with Chapter 43 of Public Law 93-508. An employee who is reinstated pursuant to this Section shall be credited with previous service time and previously accrued sick leave.

Section 4. Employee Appeal

A regular employee wishing to appeal a disciplinary demotion, suspension or dismissal may present the matter in accordance with the provisions of Article IX, Grievance Procedure.

Section 5. Time Limits For Active Warnings/Disciplinary Actions For Progressive Discipline

5.A. Any disciplinary action is deemed inactive for the purpose of this Section in the event that:

5.A.1. The Department Director notes in the employee's personnel file that the reason for the disciplinary action has been resolved or corrected; or

5.A.2. Eighteen months have passed since the warning or disciplinary action, the employee does not have another active warning or disciplinary action which occurred within the last 18 months and the department has not, prior to the expiration of the 18 month period, issued to the employee written notice, including reasons, of the extension of the period.

COUNTY OF MOORE**PERSONNEL POLICY****Effective Date: November 17, 2009 Revised: July 1, 2025****Section 6. Credentials**

By statute and applicable rule, some duties assigned to positions may be performed only by persons who are duly licensed, registered or certified as required by relevant authority. All such requirements and restrictions are specified in the statement of essential qualifications or recruitment standards for classifications established by County Human Resources or in the position description for the position.

Employees in such classifications are responsible for obtaining and maintaining current, valid credentials as required by law or applicable rule. Failure to obtain or maintain the legally required credentials constitutes a basis for immediate dismissal without prior warning, consistent with dismissal for unacceptable personal conduct or grossly inefficient job performance.

Falsification of employment credentials or other documentation in connection with securing employment constitutes just cause for disciplinary action. When credential or work history falsification is discovered after employment, disciplinary action shall be administered as follows:

6.A. If an employee was determined to be qualified and was selected for a position based upon falsified work experience, education, registration, licensure, or certification information that was a requirement for the position, the employee must be dismissed in accordance with Article VIII.

6.B. In all other cases of post-hiring discovery of false or misleading information, disciplinary action shall be taken, but the severity of the disciplinary action shall be at the discretion of the Department Director, up to and including dismissal.

When credential or work history falsification is discovered before employment with a department, the applicant shall be disqualified from consideration for the position in question.

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ARTICLE IX. GRIEVANCE PROCEDURES

Section 1. Purpose

The County is committed to providing employees an effective and responsive grievance process.

Section 2. Applicability

This procedure applies to regular employees of the County, except for employees subject to the State Personnel Act (competitive service employees) and employees of the Board of County Commissioners, the Board of Elections, Sheriff, Register of Deeds, and the Soil and Water Conservation District. Competitive service employees may appeal grievances to the Office of State Personnel pursuant to Chapter 126 of the North Carolina General Statutes. For employees of the Board of County Commissioners, Board of Elections, Sheriff, Register of Deeds, and the Soil and Water Conservation District, the decision of the Chairman of the Board of Elections, Sheriff, Register of Deeds, or the Soil and Water Conservation District Board, respectively, is administratively final.

Regular employees covered by this Article shall have the right to grieve suspensions without pay, disciplinary demotions, reductions-in-force or dismissals.

Section 3. Policy

Regular employees subject to this Article shall have the opportunity to be heard without fear of reprisal or retaliation, and to be heard fairly and promptly. Grievances which are not received within the time allowed as prescribed in this Section or which are not filed with the Human Resources Director as prescribed in this Section shall be dismissed. A regular employee shall have the right to present a complaint in accordance with this established policy free from interference, discrimination, or reprisal.

Section 4. Procedure

When a regular employee is dissatisfied with an adverse action of suspension without pay, disciplinary demotion, reduction-in-force, or dismissal, the employee may file a formal written grievance with the Department Director as provided below.

In order to be considered, a grievance must be filed within 5 working days from the date that the issue is made known to the employee. While every effort shall be made to expedite the grievance process, the time limits contained in this Section may be extended when mutually agreed upon or approved by the Human Resources Director. Provided, however, that the 5 working days time limit to initially file a grievance shall not be extended. Grievances filed outside of this 5 working days time period shall be dismissed.

In filing a grievance, the following steps shall be taken:

4.A. The employee shall present the grievance in writing to the Department Director within the 5 working days time period outlined above. The grievance should contain the following information: the decision or action that the employee does not agree with, the basis on which the action is wrong or unfair, and the proposed resolution that the employee is seeking. The employee shall also file a copy of the grievance with the Human Resources Director.

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4.B. Upon receipt of the grievance, the Department Director shall arrange for the employee to present the case within 7 working days. The employee may not be represented or assisted by others at this level of the grievance, but may present evidence or have witnesses testify. The Department Director will make a decision within 7 working days after the hearing, and a written copy of this decision will be immediately furnished to the employee, the Human Resources Director and the County Manager.

4.C. If the employee is not satisfied with the Department Director's decision, the employee may request that the grievance be referred to the County Manager. This request must be made to the Human Resource Director, in writing, within 5 working days after the Department Director's decision.

4.D. The County Manager shall conduct a hearing within 7 working days to hear the employee's concerns. The County Manager will review the written documents, supporting evidence, and consult with whatever other sources he deems appropriate and shall present his decision, in writing, to the employee and the Department Head within 10 working days after completing the hearing.

Section 5. Maintenance of Grievance Records

The Human Resources Director shall keep a record of all grievances and complaints filed. If a grievance/complaint is withdrawn, the record shall include any statement from the complainant indicating the reason for withdrawal.

The grievance/complaint filed by a complainant shall be retained by the Human Resources Director for a minimum of 3 years and are subject to review by the complainant, the complainant's Department Director, the County Manager, the County Attorney, and the Board of County Commissioners in accordance with all relevant laws.

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ARTICLE X. PERSONNEL RECORDS AND REPORTS

Section 1. Personnel Records Maintenance

Personnel records necessary for the proper administration of the personnel system will be maintained by Human Resources. The County shall maintain in personnel records only information that is relevant to accomplishing personnel administration.

Section 2. Public Information

The following information on each County employee is public information:

- 2.A. Name.
- 2.B. Age.
- 2.C. Date of original employment or appointment to service.
- 2.D. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the county has the written contract or a record of the oral contract in its possession.
- 2.E. Current position
- 2.F. Title
- 2.G. Current salary.
- 2.H. Date and amount of each increase or decrease in salary.
- 2.I. Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.
- 2.J. Date and general description of the reasons for each promotion with the county.
- 2.K. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county. *(If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal.)*
- 2.L. The office to which the employee is currently assigned.

Section 3. Access to Personnel Records

As required by N.C.G.S. § 153A-98, any person may have access to the information listed in Section 2 of this Article for the purpose of inspection, examination and copying during the regular business

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hours, subject only to such rules and regulations for the safekeeping of public records as the Board of Commissioners may adopt.

All disclosures of records from the employee's personnel file shall be accounted for by keeping a written record (except for authorized persons processing personnel actions) of the following information: name of employee; information disclosed; date information was requested; name and address of the person to whom the disclosure is made; purpose for which information is requested.

This information must be retained for a period of 2 years.

Upon request, records of disclosure shall be made available to the employee to whom it pertains.

An individual examining a personnel record may copy the information; any available photocopying facilities may be provided and the cost may be assessed to the individual.

Section 4. Confidential Information

All information contained in a County employee's personnel file, other than the information listed in Section 2 of this Article, will be maintained as confidential in accordance with the requirement of N.C.G.S. § 153A-98 and shall be open to public inspection only in the following instances:

4.A. The employee or his duly authorized agent may examine all portions of his personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.

4.B. A licensed physician designated in writing by the employee may examine the employee's medical record.

4.C. A County employee having supervisory authority over the employee may examine all material in the employee's personnel file.

4.D. By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court.

4.E. An official of an agency of the State or federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

4.F. An employee may sign a written release, to be placed with his personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

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4.G. The County Manager, with concurrence of the Board of County Commissioners, or, in counties not having a manager, the Board of County Commissioners may inform any person of the employment or non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a County employee and the reasons for that personnel action. Before releasing the information, the County Manager or Board of Commissioners shall determine in writing that the release is essential to maintaining public confidence in the administration of County services or to maintaining the level and quality of County services. This written determination shall be retained in the office of the County Manager or the Clerk to the Board, and is a record available for public inspection and shall become part of the employee's personnel file.

Each individual requesting access to confidential information will be required to submit satisfactory proof of identity. A record shall be made of each disclosure and placed in the employee's file (except for disclosures to the employee and the supervisor).

Section 5. Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

Section 6. Remedies of Employees Objecting to Material in File

An employee who objects to material in his/her file may place in his/her file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.

Section 7. Penalty for Permitting Access to Confidential File by Unauthorized Person

N.C.G.S. § 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed \$500 dollars.

Section 8. Penalty for Examining and/or Copying Confidential Material Without Authorization

N.C.G.S. § 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined at the discretion of the court, but not in excess of \$500 dollars.

Section 9. Destruction of Records Regulated

No public official may destroy, sell, loan or otherwise dispose of any public record, except in accordance with N.C.G.S. § 121-5(b), without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined not less than \$10 dollars nor more than \$500 dollars as provided in N.C.G.S. § 132-3.

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ARTICLE XI. SAFETY WORKPLACE POLICY

Section 1. Safe Workplace Policy

The County is committed to making reasonable efforts to provide a safe working environment for its employees. It is expected that all County employees will adhere to this policy.

Section 2. Workplace Violence

The County has a zero-tolerance policy relating to the communication of threats, verbal harassment, physical assaults, or other forms of unreasonably aggressive behavior. Such behavior is a conduct issue.

Section 3. Safety, including Occupational Safety and Health Act (OSHA)

The County is committed to providing a workplace and environment that is as safe as practicable for employees and the public. Employees are required to comply with all safety rules and regulations at all times. Personal protective and safety equipment shall be used at all times. Employees who do not comply with these requirements are subject to disciplinary action. Supervisors who fail to enforce safety rules and equipment use shall be subject to disciplinary action.

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ARTICLE XII. IMPLEMENTATION OF POLICY

Section 1. Conflicting Policies Repealed

All policies, ordinances, or resolutions that conflict with the provisions of this Policy are hereby repealed.

Section 2. Separability

If any provision of this Policy is held invalid, the remainder of this Policy and the application of such remaining provisions of this Policy, other than those held invalid will not be affected.

Section 3. Violations of Policy Provision

An employee violating any of the provisions of this Policy as approved by the Board of Commissioners may be subject to disciplinary action, which may include suspension and/or dismissal, in addition to any civil or criminal penalty, which may be imposed for the violation.

Section 4. Amendments

Amendments to this Policy shall be recommended by the County Manager or County Attorney and submitted for approval to the Moore County Board of Commissioners.

Section 5. Administrative Procedures

Department Directors may establish departmental administrative procedures or policies which, when approved by the County Manager, after review by the County Attorney, shall be enforceable under this policy.

Section 6. Effective Date

This policy shall become effective as of July 1, 1988 and thereafter shall be revised as needed.

Revised and adopted effective this 1st day of March, 2004 (/s/ Michael R. Holden, Chairman; Carol T. Thomas, Clerk to the Board)

Revised and adopted this 5th day of December 2005 with an effective date of January 1, 2006. (/s David J. Cummings, Chairman, Carol T. Thomas, Clerk to the Board)

Revised and adopted this 16th day of November 2009 with an effective date of November 16, 2009. (/s Robert Timothy Lea, Chairman, Laura M. Williams, Clerk to the Board)

Revised and adopted this 17th day of May 2010 with an effective date of July 1, 2010 (/s Robert Timothy Lea, Chairman, Laura M. Williams, Clerk to the Board) - [VII. Employee Benefits, Section 9, Service Pay, replaced VII. Employee Benefits, Section 9, Longevity Pay]

Revised and adopted this 19th day of July 2011 with an effective date of July 19, 2011. (/s Nicholas J Picerno, Chairman, Laura M. Williams, Clerk to the Board) - [VII. Employee Benefits, Section 9. Longevity and Service Pay, replaced VII. Employee Benefits, Section 9, Service Pay]

Revised and adopted this 3rd day of January 2012 with an effective day of January 3, 2012 (/s Larry Caddell, Chairman, Laura M. Williams, Clerk to the Board) - [IV. Recruitment and Selection, Section 4. Residency Requirement]

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Revised and adopted this 17th day of June, 2014 with an effective date of June 17, 2014. (/s/Nicholas J. Picerno, Chairman, Laura M. Williams, Clerk to the Board)

Revised and adopted this 18th day of July, 2017 with an effective date of July 1, 2017.

Revised and adopted this 8th day of January, 2019 with an effective date of January 8, 2019.

Revised and adopted this 17th day of June, 2021 with an effective date of July 1, 2021.

Revised and adopted this 5th day of April, 2022 with an effective date of April 5, 2022.

Revised and adopted this 7th day of June, 2022 with an effective date of July 1, 2022.

Revised and adopted this 6th day of September, 2022 with an effective date of September 6, 2022.

Revised and adopted this 21st day of November, 2023 with an effective date of November 21, 2023.

Revised and adopted this 2nd day of December, 2024 with an effective date of December 2, 2024.

Revised and adopted this 5th day of June, 2025 with an effective date of July 1, 2025.

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
	5		20,529	21,555	22,633	23,766	24,954	26,202	32,335
	6		21,555	22,633	23,766	24,954	26,202	27,511	33,951
	7		22,633	23,766	24,954	26,202	27,511	28,888	35,647
	8		23,766	24,954	26,202	27,511	28,888	30,332	37,431
	9		24,954	26,202	27,511	28,888	30,332	31,848	39,303
Nutrition Site Manager	10	A	26,202	27,511	28,888	30,332	31,848	33,442	41,268
	11		27,511	28,888	30,332	31,848	33,442	35,112	43,331
Certified Nursing Assistant I	12	H	28,888	30,332	31,848	33,442	35,112	36,868	45,499
Community Social Services Assistant	12	H							
Solid Waste Site Attendant	12	B							
Certified Nursing Assistant II	13	H	30,332	31,848	33,442	35,112	36,868	38,712	47,772
MCTS Driver	13	B							
Secretary	13	F							
Office Assistant III	14	F	31,848	33,442	35,112	36,868	38,712	40,647	50,161
Processing Assistant III	14	F							
Tax Assistant I	14	F							
Administrative Secretary	15	F	33,442	35,112	36,868	38,712	40,647	42,680	52,669
Billing & Collections Clerk I	15	C							
Custodial Worker	15	B							
Medical Office Assistant	15	F							
Nutrition Coordinator	15	F							
Accounting Clerk IV	16	F	35,112	36,868	38,712	40,647	42,680	44,813	55,305
In-Home Services Supervisor	16	D							
Office Assistant IV	16	F							
Processing Assistant IV	16	F							
Accounting Technician I	17	F	36,868	38,712	40,647	42,680	44,813	47,055	58,069
Animal Shelter Attendant	17	G							
Billing & Collections Clerk II	17	C							
Foreign Language Interpreter II	17	F							
Lead Custodial Worker	17	B							
Library Technician	17	F							
Tax Assistant II	17	F							
Transportation Fleet & Route Coordinator	17	F							
Transportation Office Coordinator	17	F							
Utility Field Services Technician I	17	B							
Accounting Clerk V	18	F	38,712	40,647	42,680	44,813	47,055	49,407	60,971
Equipment Operator	18	B							
Family Caregiver Advisor	18	H							
Human Resources Technician I	18	C							
Income Maintenance Caseworker I	18	H							
Library Program Specialist	18	F							
Operation Specialist	18	B							
Personnel Technician I	18	C							
Processing Assistant V	18	F							
Property Assessment Specialist	18	F							
Public Health Educator I	18	E							
Tax Assistant III	18	F							

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Map Mapping Technician	18	E							
Truck Driver/Equipment Operator	18	B							
Utility Field Services Technician II	18	B							
Utility Maintenance Technician I	18	B							
Veterans Services Assistant	18	F							
Water Maintenance Technician I	18	B							
Water Pollution Control Plant Operator Trainee	18	B							
Weigh Master/Equipment Operator	18	B							
Accounting Technician II	19	F	40,647	42,680	44,813	47,055	49,407	51,877	64,020
Billing & Collections Clerk III	19	C							
Case Manager	19	H							
Human Resources Placement Specialist	19	H							
Human Services Coordinator I	19	H							
Licensed Practical Nurse	19	E							
Maintenance Technician	19	B							
Medical Laboratory Technician I	19	E							
Senior Insurance & Volunteer Services Advisor	19	F							
Social Worker I	19	H							
Utility Maintenance Technician II	19	B							
Warehouse Inventory Coordinator	19	B							
Water Maintenance Technician II	19	B							
Water Pollution Control Lab Technician	19	B							
Administrative Assistant I	20	C	42,680	44,813	47,055	49,407	51,877	54,471	67,220
Child Support Agent I	20	H							
Deputy Register of Deeds II	20	F							
Environmental Health Technician	20	B							
Fitness Coordinator	20	B							
Fleet Maintenance Mechanic	20	D							
Income Maintenance Caseworker II	20	H							
Income Maintenance Investigator I	20	H							
Master Control Room Operator	20	G							
Nutrition/Transportation Manager	20	F							
Nutritionist I	20	E							
SEC Program Coordinator	20	H							
Substance Abuse Counselor	20	H							
Utility Maintenance Technician III	20	B							
Water Maintenance Technician III	20	B							
Water Pollution Control Plant Mechanic	20	B							
Water Pollution Control Plant Operator I	20	B							
Water System Operator I	20	B							
Accounting Technician III	21	F	44,813	47,055	49,407	51,877	54,471	57,195	70,582
Backflow and Cross Connection Specialist	21	B							
Billing & Collections Specialist	21	C							
Cognitive Behavior Intervention Specialist	21	H							
Delinquent Tax Collector	21	E							
Deputy Register of Deeds III	21	E							
Electrical/Maintenance Technician	21	B							

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
EMT Basic	21	G							
Financial Specialist	21	E							
Human Resources Technician II	21	C							
HVAC/Maintenance Technician	21	B							
Lead Fleet Maintenance Mechanic	21	B							
Medical Laboratory Technician II	21	E							
Permitting Technician	21	F							
Personnel Technician II	21	C							
Public Safety Road Sign Technician	21	G							
Tax Mapping Specialist	21	E							
Title Research & Foreclosure Specialist	21	E							
Veterans Services Officer	21	H							
Water Pollution Control Plant Operator II	21	B							
Water System Operator II	21	B							
Accounting Specialist I	22	E	47,055	49,407	51,877	54,471	57,195	60,054	74,112
Administrative Assistant II	22	C							
Athletics Programs Assistant	22	C							
Business/Personal Property Appraiser	22	E							
Child Support Agent II	22	H							
Custodial Supervisor	22	B							
E911 Telecommunicator	22	G							
Engineering Technician I	22	E							
Financial Accounting Specialist	22	E							
Human Resources Specialist	22	C							
Human Services Coordinator II	22	H							
Income Maintenance Caseworker III	22	H							
Income Maintenance Investigator II	22	H							
Landfill Operations Supervisor	22	D							
Natural Resources Administrative Assistant	22	C							
Present Use Value Specialist	22	E							
Program & Events Coordinator	22	C							
Public Health Educator II	22	E							
Public Safety Administrative Services Assistant I	22	G							
Senior Maintenance Technician	22	B							
Solid Waste Collections Supervisor	22	D							
Telecommunicator	22	G							
Utility Maintenance Crew Leader	22	B							
Water Maintenance Crew Leader	22	B							
Water Pollution Control Plant Operator III	22	B							
Water System Operator III	22	B							
Cadet Deputy	23	G	49,407	51,877	54,471	57,195	60,054	63,058	77,816
Computer Systems Administrator I	23	E							
Dental Hygienist I	23	E							
Detention Officer	23	G							
Evidence Technician	23	G							
Information Technology Support Specialist I	23	E							
Lead Child Support Agent	23	H							

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Lead E911 Telecommunicator	23	G							
Lead Telecommunicator	23	G							
Lead Veterans Services Officer	23	H							
Mechanical/Electrical Inspector	23	D							
Nutritionist II	23	E							
Real Property Appraiser	23	E							
Senior Register of Deeds Analyst	23	E							
Social Worker II	23	H							
Utility Field Services Supervisor	23	D							
Veterinary Technician	23	G							
Voter Registration Service Coordinator	23	C							
Water Pollution Control Plant Operator IV	23	B							
Accountant	24	C	51,877	54,471	57,195	60,054	63,058	66,211	81,708
Accounting Specialist II	24	F							
Administrative Assistant III	24	C							
Administrative Officer I	24	D							
Advanced EMT	24	G							
Assistant Register of Deeds	24	C							
Detention Deputy Sheriff	24	G							
Detention Sergeant	24	G							
E911 Communication Specialist	24	G							
E911 Training Specialist	24	G							
Recruiting Training & Recruiting Specialist	24	C							
Human Resources Analyst I	24	C							
Human Services Coordinator III	24	H							
Income Maintenance Supervisor II	24	D							
Information Technology Support Specialist II	24	E							
Library Supervisor	24	D							
Maintenance Supervisor/Collections	24	D							
Maintenance Supervisor/Distribution	24	D							
Natural Resources Specialist	24	E							
Parks Maintenance Supervisor	24	C							
Payroll & Financial Specialist	24	E							
Planner I	24	E							
Planning/Zoning Specialist	24	E							
Public Safety Administrative Services Assistant II	24	G							
Records Classification Officer	24	G							
Senior Real Property Appraiser	24	E							
Water Pollution Control Plant Chief Mechanic	24	D							
Youth Services/Day Reporting Center Supervisor	24	D							
Building Inspector I	25	D	54,471	57,195	60,054	63,058	66,211	69,521	85,792
Child Support Supervisor	25	D							
Dental Hygienist II	25	E							
Deputy Sheriff	25	G							
Engineering Technician II	25	E							
Housing Rehab Program Coordinator	25	E							
Human Services Planner/Evaluator I	25	H							

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Information Technology Applications Analyst	25	E							
Maintenance Supervisor/Water Quality	25	D							
Nutritionist III	25	E							
Public Health Nurse I	25	E							
Revaluation Coordinator	25	C							
Senior Tax Auditor	25	E							
Social Worker III	25	H							
Tax Mapping Manager	25	D							
Water Pollution Control Plant Chief Operator	25	D							
Water Pollution Control Plant Lab Chemist	25	E							
Appraisal Supervisor/Revaluation Analyst	26	E	57,195	60,054	63,058	66,211	69,521	72,996	90,083
Deputy Elections Director	26	D							
Deputy Sheriff Corporal	26	G							
EMS Logistics Specialist	26	G							
EMT Paramedic	26	G							
Environmental Health Associate	26	E							
Fleet Maintenance Supervisor	26	D							
GIS Programmer Analyst	26	E							
Human Resources Analyst II	26	C							
Landfill/Collections Superintendent	26	D							
Maintenance Supervisor	26	D							
Public Information Officer	26	C							
Public Safety Administrative Services Officer I	26	G							
Quality Assurance/In-Home Services Manager	26	D							
Social Work Supervisor II	26	D							
Social Worker-Investigative/Assessment & Treatment	26	H							
Tax Collection Supervisor	26	D							
Tax Customer Service Supervisor	26	D							
Tax Listing Supervisor	26	D							
Administrative Officer II	27	D	60,054	63,058	66,211	69,521	72,996	76,647	94,587
Building Inspector II	27	D							
Central Permitting Division Leader	27	D							
Deputy Sheriff Sergeant	27	G							
Detective Sergeant	27	G							
Detention Lieutenant	27	G							
Human Resources Analyst III	27	C							
Human Resources Recruitment & Retention Coordinator	27	C							
Human Services Planner/Evaluator II	27	H							
Information Technology Applications Specialist	27	E							
Information Technology Infrastructure Engineer	27	E							
Information Technology Office/Communication Specialist	27	E							
Paralegal	27	E							
Paralegal and Purchasing Coordinator	27	E							
Paramedic First Class	27	G							
Public Health Nurse II	27	E							
Public Safety Assistant Fire Marshal/Emergency Management Planner	27	G							

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Records Sergeant	27	G							
Transport Sergeant	27	G							
Accounting & Grants Manager	28	E	63,058	66,211	69,521	72,996	76,647	80,480	99,317
Administrative Services Manager	28	D							
Deputy Fire Marshal	28	G							
Environmental Health Specialist	28	E							
GIS Coordinator	28	E							
Information Technology Network Engineer	28	E							
Law Office/Contracts Manager	28	C							
Natural Resources Administrator	28	D							
Paramedic Corporal	28	G							
Public Health Nurse III	28	E							
Purchasing Manager	28	E							
Risk and Benefits Manager	28	D							
Veterans Services Director	28	D							
Budgeting Manager/Internal Auditor	29	E	66,211	69,521	72,996	76,647	80,480	84,504	104,283
Building Inspector III	29	D							
EMS Captain	29	G							
Forensic Officer	29	G							
Income Maintenance Administrator I	29	D							
Information Technology Senior Infrastructure Engineer	29	E							
Information Technology Senior Systems Administrator	29	E							
Manager II	29	E							
Public Safety Administrative Services Officer II	29	G							
Social Work Supervisor III	29	D							
Training and Compliance Manager	29	E							
Utility Operations Manager	29	D							
Deputy Sheriff Lieutenant	30	G	69,521	72,996	76,647	80,480	84,504	88,728	109,496
E911 Communications Manager	30	G							
Environmental Health Program Specialist	30	E							
Forensic Lieutenant	30	G							
GIS Manager	30	E							
Information Technology Security Engineer	30	E							
Social Work Program Manager	30	D							
Soil Scientist I	30	E							
Support Services Officer	30	G							
Tax Business Systems Analyst	30	E							
Transportation Director	30	D							
Water Pollution Control Plant Superintendent	30	D							
Assistant Finance Director	31	D	72,996	76,647	80,480	84,504	88,728	93,164	114,970
Assistant Human Resources Director	31	D							
EMS Major	31	G							
Environmental Health Supervisor I	31	D							
Fire Marshal	31	G							
Logistics Training Chief	31	G							
Planning Supervisor	31	D							
Social Work Program Administrator I	31	D							

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Tax Collection Division Manager	31	D							
Tax Listing/Assessing Division Manager	31	D							
Aging Services Director	32	D	76,647	80,480	84,504	88,728	93,164	97,823	120,718
Assistant Property Management Director	32	D							
Child Support Director	32	D							
Director of Elections	32	D							
Parks & Recreation Director	32	D							
Public Health Nursing Director I	32	E							
Solid Waste Director	32	D							
Budgeting and Auditing Director	33	E	80,480	84,504	88,728	93,164	97,823	102,714	126,755
Information Technology Infrastructure Manager	33	D							
Information Technology Security Manager	33	D							
Capital Projects Manager	34	E	84,504	88,728	93,164	97,823	102,714	107,849	133,092
Captain - Non LEO	34	G							
Deputy Sheriff Captain	34	G							
Environmental Health Supervisor II	34	D							
Inspections Supervisor	34	D							
Assistant County Attorney	35	E	88,728	93,164	97,823	102,714	107,849	113,242	139,749
EMS Chief	35	G							
Public Safety Deputy Director	35	G							
Advanced Practice Provider II	36	E	93,164	97,823	102,714	107,849	113,242	118,905	146,734
County Engineer	36	E							
Deputy Sheriff Major	36	G							
Central Inspections Director	37	D	97,823	102,714	107,849	113,242	118,905	124,850	154,071
Human Resources Director	37	D							
Planning Director	37	D							
Associate County Attorney	38	E	102,714	107,849	113,242	118,905	124,850	131,093	161,776
Chief Deputy	39	G	107,849	113,242	118,905	124,850	131,093	137,648	169,864
Finance Director	39	D							
Information Technology Director	39	D							
Property Management Director	39	E							
Public Safety Director	39	G							
Public Works Director	39	E							
Health Director	40	D	113,242	118,905	124,850	131,093	137,648	144,528	178,357
Social Services Director	40	D							
	41		118,905	124,850	131,093	137,648	144,528	151,756	187,275
Assistant County Manager	42	D	124,850	131,093	137,648	144,528	151,756	159,343	196,639
	43		131,093	137,648	144,528	151,756	159,343	167,312	206,471
	44		137,648	144,528	151,756	159,343	167,312	175,676	216,794
	45		144,528	151,756	159,343	167,312	175,676	184,460	227,633

Position Classification and Pay Plan
Effective July 1, 2025

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Appointed and Elected Officials									
Clerk to the Board	60	D	73,692						147,384
Tax Administrator	61	D	99,149						198,297
County Attorney	62	E	150,063						300,124
County Manager	63	D	160,782						321,566
Register of Deeds	70	D	87,091						174,180
Sheriff	71	G	107,188						214,375
Deputy Tax Collector	72	D	72,996						114,970

Special Classifications				
Groundskeeper	81	A	15.55 per hour	
Seasonal Maintenance	82	A	11.58 per hour	
Elections Worker - rate set by Elections Board	83	A	Rate set by Elections Board	
Intern-rate set by Department	84	A	Rate set by Department	
Grant Funded Position - Position Title and rate set by grant	85		Rate set by Grant	
Public Safety Technician	86	A	25.51 per hour	
Recreation - Basketball, Multiple Referees	87	A	26.62 per game	
Recreation - Basketball, Single Referee	88	A	27.55 per game	
Recreation - Football Referee	89	A	26.62 per game	
Recreation - Soccer Referee	90	A	20.66 per game	
Recreation - Adult Softball Umpire	91	A	39.94 per game	
Recreation - Coach Pitch Umpire	92	A	39.94 per game	
Recreation - Jr. League Umpire	93	A	41.34 per game	
Recreation - Little League Umpire	94	A	39.94 per game	
Recreation - Tee Ball Umpire	95	A	23.95 per game	
Recreation - Youth Softball Umpire	96	A	39.94 per game	
Recreation - Open/Close Facilities	97	A	20.66 per day	
Recreation - Scorekeeper	98	A	13.78 per game	
Recreation - Concession Worker	99	A	9.68 per hour	
Recreation - Lead Concession Worker	100	A	10.66 per hour	
Recreation - Concession Manager	101	A	11.75 per hour	
Recreation - Park Attendant	102	A	11.58 per hour	
Off Duty Special Assignment for Deputy - Nonholiday	103	G	45.00 per hour	
Off Duty Special Assignment for Deputy - Holiday	104	G	65.00 per hour	
Flexible Position	105	C	Rate set by County Manager	

On Call Pay

Non-Exempt Employees Only

Day	Rate Per Day
Monday thru Thursday	20.00
Friday, Saturday, and Sunday	40.00
County Observed Holiday	60.00

Shift Premium

911 Telecommunicator and Telecommunicator	6:00 pm to 6:00 am work shift	75¢ per hour
Master Control Room Operator	6:00 pm to 6:00 am work shift	75¢ per hour
Solid Waste Site Attendant	Works on County recognized holiday	2 x hourly rate of pay

Salary Plan Reporting Form

NC Office of State Human Resources
(for County DSS and Public Health)

Name of County Moore County
Name of Individual Completing Form Dee Ann Purvis
Title Assistant HR Director
Phone Number 910-947-4008
E-Mail Address of Pay Plan Contact Person dpurvis@moorecountync.gov
Effective Date of Pay Plan 1. 07/01/2025
Amount of Increase in Schedule 2. 3.5%
Amount of Increase given to Employees 3. 3.5%

4. Agencies covered by this salary plan:

☒ Social Services Total # DSS Employees 116
☒ Public Health Total # PH Employees 46

5. Except for employees in trainee status, the salaries of all employees must be between the minimum and the maximum of the assigned range.

Does your jurisdiction meet this requirement? ☒ Yes ☐ No

If "No", please explain: _____

6. Are the salaries of all employees in trainee status below the minimum rate for the full class? ☒ Yes ☐ No

7. Has your Board of Commissioners approved the plan? ☒ Yes ☐ No

8. Do all pay rates reflected on your salary schedule meet the State minimum wage of \$7.25? ☒ Yes ☐ No

9. Have you attached a copy of your approved salary schedule? ☒ Yes ☐ No

You must answer "Yes" to questions 6, 7, 8 and 9, before submitting your form.

CERTIFICATION OF SALARY PLAN

Single Reporting Jurisdictions

I hereby certify that the attached salary plan submitted for Moore County, is complete and compliant with all the relevant provisions in NCGS 126, the State Human Resources Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. I further certify that I am the authorized official.

(Electronic signatures are acceptable.)

Signature of Authorized Official _____

Title _____ Date _____

District Health Jurisdictions

I hereby certify that the attached salary plan submitted for _____ District Health, is complete and compliant with all the relevant provisions in NCGS 126, the State Human Resources Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission.

(Electronic signatures are acceptable.)

Signature of Authorized Official _____

Title _____ Date _____

North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
11	Communication Center Assistant Supervisor	0	59		-			#N/A	#N/A
8	Communication Center Operator	0	57		-			#N/A	#N/A
9	Communication Center Supervisor	0	61		-			#N/A	#N/A
5	Telephone Operator	0	54		-			#N/A	#N/A
6	Telephone Operator Supervisor I	0	57		-			#N/A	#N/A
108	Data Entry Operator I	101	54		-			#N/A	#N/A
109	Data Entry Operator II	101	57		-			#N/A	#N/A
112	Data Entry Operator III	101	59		-			#N/A	#N/A
116	Data Entry Specialist	101	58		-			#N/A	#N/A
113	Data Entry Supervisor I	101	59		-			#N/A	#N/A
126	Accounting Technician I	102	59		-			#N/A	#N/A
127	Accounting Technician II	102	61		-			#N/A	#N/A
128	Accounting Technician III	102	63	21	-42	2	57,195	44,813	70,582
129	Accounting Technician IV	102	65		-			#N/A	#N/A
130	Accounting Technician V	102	67		-			#N/A	#N/A
156	Patient Account Representative Supervisor	103	63		-			#N/A	#N/A
9921	Income Maintenance Administrator I	200	72	29	-43	1	84,504	66,211	104,283
9922	Income Maintenance Administrator II	200	74		-			#N/A	#N/A
9910	Income Maintenance Caseworker I	200	61	18	-43	0		38,712	60,971
9911	Income Maintenance Caseworker II	200	63	20	-43	38	51,694	42,680	67,220
9995	Income Maintenance Caseworker III	200	65	22	-43	13	59,195	47,055	74,112
9996	Income Maintenance Investigator I	200	63	20	-43	0		42,680	67,220
9997	Income Maintenance Investigator II	200	65	22	-43	1	60,054	47,055	74,112
9919	Income Maintenance Investigator Supervisor I	200	65		-			#N/A	#N/A
9920	Income Maintenance Investigator Supervisor II	200	67		-			#N/A	#N/A
9998	Income Maintenance Supervisor I	200	65		-			#N/A	#N/A
9999	Income Maintenance Supervisor II	200	67	24	-43	6	66,211	51,877	81,708
9918	Income Maintenance Supervisor III	200	69		-			#N/A	#N/A
9909	Income Maintenance Technician	200	59		-			#N/A	#N/A
321	Stock Clerk I	300	52		-			#N/A	#N/A
322	Stock Clerk II	300	55		-			#N/A	#N/A
466	Accounting Clerk II	401	54		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
467	Accounting Clerk III	401	57		-			#N/A	#N/A
470	Accounting Clerk IV	401	59		-			#N/A	#N/A
476	Accounting Clerk Supervisor IV	401	59		-			#N/A	#N/A
477	Accounting Clerk Supervisor V	401	61		-			#N/A	#N/A
471	Accounting Clerk V	401	61		-			#N/A	#N/A
427	Administrative Secretary I	401	58		-			#N/A	#N/A
428	Administrative Secretary II	401	60		-			#N/A	#N/A
429	Administrative Secretary III	401	62		-			#N/A	#N/A
409	Administrative Services Assistant V	401	61		-			#N/A	#N/A
480	Data Control Clerk III	401	57		-			#N/A	#N/A
481	Data Control Clerk IV	401	59		-			#N/A	#N/A
482	Data Control Unit Supervisor IV	401	59		-			#N/A	#N/A
486	Data Control Unit Supervisor V	401	61		-			#N/A	#N/A
430	Executive Assistant I	401	64		-			#N/A	#N/A
431	Executive Assistant II	401	66		-			#N/A	#N/A
438	Information Processing Technician	401	63		-			#N/A	#N/A
417	Lead Worker III	401	58		-			#N/A	#N/A
419	Lead Worker IV	401	60		-			#N/A	#N/A
426	Lead Worker V	401	62		-			#N/A	#N/A
487	Library Clerk II	401	54		-			#N/A	#N/A
490	Library Clerk III	401	57		-			#N/A	#N/A
491	Medical Record Assistant III	401	57		-			#N/A	#N/A
492	Medical Record Assistant IV	401	59		-			#N/A	#N/A
496	Medical Record Assistant V	401	61		-			#N/A	#N/A
497	Medical Record Unit Supervisor IV	401	59		-			#N/A	#N/A
500	Medical Record Unit Supervisor V	401	61		-			#N/A	#N/A
401	Office Aide	401	52		-			#N/A	#N/A
402	Office Assistant II	401	54		-			#N/A	#N/A
403	Office Assistant III	401	57	14	-43	0		31,848	50,161
404	Office Assistant IV	401	59	16	-43	1	49,409	35,112	55,303
400	Office Assistant V	401	61		-			#N/A	#N/A
416	Office Work Unit Supervisor III	401	57		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
418	Office Work Unit Supervisor IV	401	59		-			#N/A	#N/A
420	Office Work Unit Supervisor V	401	61		-			#N/A	#N/A
501	Patient Relations Representative III	401	57		-			#N/A	#N/A
506	Patient Relations Representative IV	401	59		-			#N/A	#N/A
509	Patient Relations Representative V	401	61		-			#N/A	#N/A
510	Payroll Clerk III	401	57		-			#N/A	#N/A
511	Payroll Clerk IV	401	59		-			#N/A	#N/A
512	Payroll Clerk V	401	61		-			#N/A	#N/A
529	Payroll Supervisor IV	401	59		-			#N/A	#N/A
530	Payroll Supervisor V	401	61		-			#N/A	#N/A
531	Personnel Assistant III	401	57		-			#N/A	#N/A
537	Personnel Assistant IV	401	59		-			#N/A	#N/A
540	Personnel Assistant V	401	61		-			#N/A	#N/A
439	Processing Assistant II	401	54		-			#N/A	#N/A
440	Processing Assistant III	401	57	14	-43	0		31,848	50,161
441	Processing Assistant IV	401	59	16	-43	3	49,979	35,112	55,303
442	Processing Assistant V	401	61	18	-43	12	49,562	38,712	60,971
449	Processing Unit Supervisor III	401	57		-			#N/A	#N/A
450	Processing Unit Supervisor IV	401	59		-			#N/A	#N/A
456	Processing Unit Supervisor V	401	61		-			#N/A	#N/A
406	Program Assistant IV	401	59		-			#N/A	#N/A
410	Program Assistant V	401	61		-			#N/A	#N/A
434	Public Information Assistant II	401	54		-			#N/A	#N/A
435	Public Information Assistant III	401	57		-			#N/A	#N/A
436	Public Information Assistant IV	401	59		-			#N/A	#N/A
437	Public Information Assistant V	401	61		-			#N/A	#N/A
541	Statistical Assistant III	401	57		-			#N/A	#N/A
550	Statistical Assistant IV	401	59		-			#N/A	#N/A
551	Statistical Assistant V	401	61		-			#N/A	#N/A
558	Statistical Unit Supervisor IV	401	59		-			#N/A	#N/A
559	Statistical Unit Supervisor V	401	61		-			#N/A	#N/A
408	Student Services Assistant IV	401	59		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
415	Student Services Assistant V	401	61		-			#N/A	#N/A
579	Word Processing Center Supervisor IV	401	59		-			#N/A	#N/A
580	Word Processing Center Supervisor V	401	61		-			#N/A	#N/A
560	Word Processor III	401	57		-			#N/A	#N/A
561	Word Processor IV	401	59		-			#N/A	#N/A
34747	Foreign Language Interpreter (T)	402	60		-			#N/A	#N/A
35119	Foreign Language Interpreter II (T)	402	63	17	-46	1	47,055	36,868	58,069
701	Accountant I	700	72		-			#N/A	#N/A
714	Accounting Specialist I	700	67	22	-45	0		47,055	74,112
715	Accounting Specialist II	700	69	24	-45	2	66,211	51,877	81,708
751	Internal Auditor I	700	72		-			#N/A	#N/A
1422	Paralegal I	1401	67		-			#N/A	#N/A
	Paralegal II	1401	69		-			#N/A	#N/A
	Paralegal III	1401	71		-			#N/A	#N/A
1411	Attorney I	1402	79		-			#N/A	#N/A
1412	Attorney II	1402	82		-			#N/A	#N/A
1541	Business Officer I	1500	73		-			#N/A	#N/A
1542	Business Officer II	1500	75		-			#N/A	#N/A
9818	County Social Services Business Officer I	1500	72		-			#N/A	#N/A
9819	County Social Services Business Officer II	1500	74		-			#N/A	#N/A
59978	Local Management Entity Finance Officer	1500	80		-			#N/A	#N/A
1601	Administrative Assistant I	1601	63	20	-43	0		42,680	67,220
1602	Administrative Assistant II	1601	65	22	-43	1	54,471	47,055	74,112
1603	Administrative Assistant III	1601	67	24	-43	1	66,211	51,877	81,708
1605	Administrative Officer I	1601	67	24	-43	1	66,211	51,877	81,708
1606	Administrative Officer II	1601	70	27	-43	2	84,155	60,054	94,587
1631	Administrative Officer III	1601	72		-			#N/A	#N/A
1611	Reimbursement Officer I	1601	65		-			#N/A	#N/A
9825	Coordinator Health Services	1602	70		-			#N/A	#N/A
9873	County Social Services Program Administrator I	1602	72		-			#N/A	#N/A
9874	County Social Services Program Administrator II	1602	74		-			#N/A	#N/A
9982	Local Mental Health Administrator I	1602	72		-			#N/A	#N/A

North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
9983	Local Mental Health Administrator II	1602	74		-			#N/A	#N/A
9891	Local Mental Health Center Unit Coordinator	1602	70		-			#N/A	#N/A
9987	Local Public Health Administrator I	1602	72		-			#N/A	#N/A
34966	Human Services Deputy Director (T)	1604	NG		-			#N/A	#N/A
59976	Area Authority Director	1605	NG		-			#N/A	#N/A
59977	County Program Director	1605	NG		-			#N/A	#N/A
9929	County Social Services Director	1606	NG	40	#VALUE!	1	144,528	113,242	178,357
9928	Local Health Director	1607	NG	40	#VALUE!	1	144,528	113,242	178,357
9821	Administrative Assistant, Emergency Management	1608	60		-			#N/A	#N/A
9823	Administrative Officer, Emergency Management	1608	63		-			#N/A	#N/A
9971	Assistant Director, Local Emergency Management	1608	64		-			#N/A	#N/A
1882	Day Care Training Specialist	1801	66		-			#N/A	#N/A
9876	County Social Services Training Officer	1802	71		-			#N/A	#N/A
1891	Staff Development Specialist I	1802	67		-			#N/A	#N/A
1892	Staff Development Specialist II	1802	69		-			#N/A	#N/A
1893	Staff Development Specialist III	1802	71		-			#N/A	#N/A
1887	Staff Development Technician I	1802	61		-			#N/A	#N/A
1888	Staff Development Technician II	1802	64		-			#N/A	#N/A
1822	Personnel Analyst II	1803	72		-			#N/A	#N/A
1831	Personnel Officer I	1803	70		-			#N/A	#N/A
1832	Personnel Officer II	1803	74		-			#N/A	#N/A
1833	Personnel Officer III	1803	76		-			#N/A	#N/A
1811	Personnel Technician I	1803	63	18	-45	0		38,712	60,971
1812	Personnel Technician II	1803	66	21	-45	1	54,471	44,813	70,582
1813	Personnel Technician III	1803	68		-			#N/A	#N/A
9895	Analyst Programmer I	2201	72		-			#N/A	#N/A
2245	Analyst Programmer II	2201	74		-			#N/A	#N/A
52215	Applications Analyst Programmer I	2201	76		-			#N/A	#N/A
52216	Applications Analyst Programmer II	2201	78		-			#N/A	#N/A
52209	Applications Programmer I	2201	69		-			#N/A	#N/A
52214	Applications Programmer II	2201	74		-			#N/A	#N/A
2241	Computer Programmer I	2201	67		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
				23	-45	0		49,407	77,816
52268	Computer Systems Administrator I	2201	68					#N/A	#N/A
52269	Computer Systems Administrator II	2201	70		-			#N/A	#N/A
52270	Computer Systems Administrator III	2201	72		-			#N/A	#N/A
52226	Computing Consultant I	2201	70		-			#N/A	#N/A
52227	Computing Consultant II	2201	72		-			#N/A	#N/A
52228	Computing Consultant III	2201	74		-			#N/A	#N/A
2296	Computing Support Technician I	2201	61		-			#N/A	#N/A
2297	Computing Support Technician II	2201	63		-			#N/A	#N/A
34560	Computing Support Technician III (T)	2201	66		-			#N/A	#N/A
52221	Help Desk Assistant I	2201	59		-			#N/A	#N/A
52222	Help Desk Assistant II	2201	61		-			#N/A	#N/A
52289	Information Systems Liaison I	2201	68		-			#N/A	#N/A
52298	Information Systems Manager	2201	76		-			#N/A	#N/A
52363	Telecommunications Equipment Technician I	2201	70		-			#N/A	#N/A
52364	Telecommunications Equipment Technician II	2201	73		-			#N/A	#N/A
52250	Computer Operator	2202	64		-			#N/A	#N/A
52281	Computer Production Specialist I	2202	64		-			#N/A	#N/A
52282	Computer Production Specialist II	2202	66		-			#N/A	#N/A
2285	Information Processing Assistant I	2202	59		-			#N/A	#N/A
2288	Information Processing Assistant II	2202	61		-			#N/A	#N/A
9829	Public Health Statistician	2300	58		-			#N/A	#N/A
2321	Statistical Research Assistant I	2300	63		-			#N/A	#N/A
2322	Statistical Research Assistant II	2300	65		-			#N/A	#N/A
2323	Statistical Research Assistant III	2300	68		-			#N/A	#N/A
2411	Social Research Assistant I	2400	63		-			#N/A	#N/A
2412	Social Research Assistant II	2400	65		-			#N/A	#N/A
2415	Social Research Associate I	2400	68		-			#N/A	#N/A
2416	Social Research Associate II	2400	70		-			#N/A	#N/A
2802	Media Technician II	2800	63		-			#N/A	#N/A
33708	Development Officer (T)	2901	68		-			#N/A	#N/A
2911	Information and Communications Specialist I	2901	64		-			#N/A	#N/A
2912	Information and Communications Specialist II	2901	69		-			#N/A	#N/A

North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
2913	Information and Communications Specialist III	2901	73		-			#N/A	#N/A
33714	Public Health Education Specialist	2901	65		-			#N/A	#N/A
2961	Public Health Educator I	2901	63	18	-45	0		38,712	60,971
2962	Public Health Educator II	2901	67	22	-45	1	60,054	47,055	74,112
2963	Public Health Educator III	2901	71		-			#N/A	#N/A
33401	Public Health Educator Supervisor (T)	2901	69		-			#N/A	#N/A
2924	Substance Abuse Education Consultant	2901	66		-			#N/A	#N/A
2923	Substance Abuse Education Specialist	2901	63		-			#N/A	#N/A
9810	Substance Abuse Education Supervisor	2901	67		-			#N/A	#N/A
9815	Substance Abuse Information Center Director	2901	64		-			#N/A	#N/A
2931	Community Development Specialist I	2902	70		-			#N/A	#N/A
2927	Community Services Consultant	2902	66		-			#N/A	#N/A
3254	Medical Record Manager I	3200	66		-			#N/A	#N/A
3255	Medical Record Manager II	3200	68		-			#N/A	#N/A
3256	Medical Record Manager III	3200	70		-			#N/A	#N/A
3250	Patient Review Coordinator	3200	66		-			#N/A	#N/A
3405	Behavioral Programming Technician	3400	60		-			#N/A	#N/A
3421	Day Care Director I	3400	64		-			#N/A	#N/A
3422	Day Care Director II	3400	66		-			#N/A	#N/A
3424	Day Care Teacher I	3400	61		-			#N/A	#N/A
3425	Day Care Teacher II	3400	63		-			#N/A	#N/A
9833	Developmental Day Director I	3400	67		-			#N/A	#N/A
9834	Developmental Day Director II	3400	68		-			#N/A	#N/A
9835	Developmental Day Director III	3400	70		-			#N/A	#N/A
9831	Developmental Day Teacher I	3400	63		-			#N/A	#N/A
9832	Developmental Day Teacher II	3400	66		-			#N/A	#N/A
9837	Educational Program Coordinator	3400	68		-			#N/A	#N/A
3419	Educational/Developmental Aide I	3400	54		-			#N/A	#N/A
3441	Educational/Developmental Aide II	3400	56		-			#N/A	#N/A
3420	Educational/Developmental Assistant	3400	58		-			#N/A	#N/A
9902	Educational/Developmental Technician	3400	60		-			#N/A	#N/A
9925	Home Economist	3400	63		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
		3400	65		-			#N/A	#N/A
3438	Parent Trainer	3400	66		-			#N/A	#N/A
9836	Therapeutic Preschool Teacher	4000	63		-			#N/A	#N/A
4071	Teaching Parent	4000	68		-			#N/A	#N/A
33227	Youth Home Manager (T)	4000	67		-			#N/A	#N/A
33732	Youth Home Supervisor (T)	4000	61		-			#N/A	#N/A
33628	Youth Program Assistant I (T)	4000	63		-			#N/A	#N/A
33629	Youth Program Assistant II (T)	4000	65		-			#N/A	#N/A
33630	Youth Program Assistant III (T)	4000	70		-			#N/A	#N/A
33743	Youth Program Supervisor (T)	4001	64		-			#N/A	#N/A
4129	Community Employment Program Coordinator I	4001	67		-			#N/A	#N/A
4134	Community Employment Program Coordinator II	4001	67		-			#N/A	#N/A
4175	Community Employment Program Director I	4001	70		-			#N/A	#N/A
4176	Community Employment Program Director II	4001	73		-			#N/A	#N/A
4177	Community Employment Program Director III	4001	66		-			#N/A	#N/A
4125	Community Employment Program Manager	4001	66		-			#N/A	#N/A
4174	Community Employment Services Representative	4001	60		-			#N/A	#N/A
4122	Community Employment Specialist I	4001	63		-			#N/A	#N/A
4123	Community Employment Specialist II	4001	56		-			#N/A	#N/A
4120	Community Employment Technician I	4001	58		-			#N/A	#N/A
4121	Community Employment Technician II	4001	65		-			#N/A	#N/A
4161	Community Production Coordinator	4001	67		-			#N/A	#N/A
4173	Community Production Manager	4001	60		-			#N/A	#N/A
4159	Community Production Specialist I	4001	63		-			#N/A	#N/A
4160	Community Production Specialist II	4001	64		-			#N/A	#N/A
9906	Work Adjustment Coordinator	4003	63		-			#N/A	#N/A
4086	Child Support Agent I	4003	65		-			#N/A	#N/A
4087	Child Support Agent II	4003	67		-			#N/A	#N/A
4089	Child Support Supervisor I	4003	68		-			#N/A	#N/A
4090	Child Support Supervisor II	4003	69		-			#N/A	#N/A
4091	Child Support Supervisor III	4003	71		-			#N/A	#N/A
4092	Child Support Supervisor IV	4003	66		-			#N/A	#N/A
4088	Lead Child Support Agent								

North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
4130	Volunteer Services Coordinator	4004	63		-			#N/A	#N/A
4131	Volunteer Services Director I	4004	66		-			#N/A	#N/A
4132	Volunteer Services Director II	4004	68		-			#N/A	#N/A
4007	Quality Assurance Specialist I	4005	68		-			#N/A	#N/A
4009	Quality Assurance Specialist II	4005	70		-			#N/A	#N/A
4035	Quality Assurance Specialist III	4005	72		-			#N/A	#N/A
9808	Area Occupational Program Specialist	4006	67		-			#N/A	#N/A
4030	Employee Assistance Program Consultant	4006	70		-			#N/A	#N/A
4001	Clinical Chaplain I	4007	68		-			#N/A	#N/A
4002	Clinical Chaplain II	4007	70		-			#N/A	#N/A
4046	Clinical Social Work Supervisor	4008	74		-			#N/A	#N/A
4164	Clinical Social Worker	4008	72		-			#N/A	#N/A
4040	Social Work Clinical Specialist	4008	74		-			#N/A	#N/A
4059	Clinical Substance Abuse Counselor	4009	68		-			#N/A	#N/A
34783	Clinical Substance Abuse Counselor - Certified (T)	4009	70		-			#N/A	#N/A
4056	Substance Abuse Counselor I	4009	63		-			#N/A	#N/A
34781	Substance Abuse Counselor I-Certified (T)	4009	64		-			#N/A	#N/A
4058	Substance Abuse Counselor II	4009	66		-			#N/A	#N/A
34782	Substance Abuse Counselor II - Certified (T)	4009	67		-			#N/A	#N/A
9826	Substance Abuse DUI Specialist I	4009	60		-			#N/A	#N/A
9827	Substance Abuse DUI Specialist II	4009	63		-			#N/A	#N/A
9828	Substance Abuse DUI Supervisor	4009	65		-			#N/A	#N/A
4061	Substance Abuse Program Director I	4009	72		-			#N/A	#N/A
4063	Substance Abuse Program Director II	4009	74		-			#N/A	#N/A
4060	Substance Abuse Program Supervisor	4009	69		-			#N/A	#N/A
34784	Substance Abuse Program Supervisor I - Certified (T)	4009	70		-			#N/A	#N/A
34785	Substance Abuse Program Supervisor II - Certified (T)	4009	71		-			#N/A	#N/A
34786	Substance Abuse Program Supervisor II (T)	4009	70		-			#N/A	#N/A
9856	Day Care Services Coordinator I	4010	68		-			#N/A	#N/A
9857	Day Care Services Coordinator II	4010	72		-			#N/A	#N/A
4048	Developmental Disabilities Clinical Services Supv I	4011	70		-			#N/A	#N/A
4044	Developmental Disabilities Specialist	4011	66		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
4049	Developmental Evaluation Center Assistant Director	4011	73		-			#N/A	#N/A
4050	Developmental Evaluation Center Director	4011	75		-			#N/A	#N/A
4312	Habilitation Program Coordinator	4012	69		-			#N/A	#N/A
9830	Habilitation Program Director I	4012	72		-			#N/A	#N/A
9842	Habilitation Program Director II	4012	74		-			#N/A	#N/A
4313	Habilitation Program Supervisor	4012	70		-			#N/A	#N/A
9804	Habilitation Specialist I	4012	63		-			#N/A	#N/A
4309	Habilitation Specialist II	4012	66		-			#N/A	#N/A
4311	Habilitation Specialist III	4012	68		-			#N/A	#N/A
4069	Halfway House Manager	4013	60		-			#N/A	#N/A
4068	Halfway House Worker	4013	55		-			#N/A	#N/A
9809	Social Setting Detoxification Manager	4013	64		-			#N/A	#N/A
4053	Substance Abuse Worker	4013	60		-			#N/A	#N/A
35033	Community Employment Case Manager	4014	65		-			#N/A	#N/A
4105	Human Resources Placement Specialist	4014	63		-			#N/A	#N/A
4178	Human Services Clinical Counselor I	4015	66		-			#N/A	#N/A
4179	Human Services Clinical Counselor II	4015	68		-			#N/A	#N/A
4180	Human Services Clinical Counselor Specialist	4015	71		-			#N/A	#N/A
4166	Human Services Counselor	4015	63		-			#N/A	#N/A
4076	Human Services Program Specialist	4015	71		-			#N/A	#N/A
31767	Outreach Specialist I (T)	4015	70		-			#N/A	#N/A
4052	Human Services Coordinator I	4016	63		-			#N/A	#N/A
4054	Human Services Coordinator II	4016	66		-			#N/A	#N/A
4075	Human Services Coordinator III	4016	68		-			#N/A	#N/A
9923	Social Work Program Administrator I	4016	75	31	-44	1	93,164	72,996	114,970
9924	Social Work Program Administrator II	4016	77		-			#N/A	#N/A
4017	Social Work Program Manager	4016	74		-			#N/A	#N/A
4083	Social Work Supervisor I	4016	67		-			#N/A	#N/A
4016	Social Work Supervisor II	4016	70	26	-44	1	72,996	57,195	90,083
4085	Social Work Supervisor III	4016	73	29	-44	6	84,504	66,211	104,283
4011	Social Worker I	4016	63	19	-44	0		40,647	64,020
4012	Social Worker II	4016	67	23	-44	4	60,912	49,407	77,816

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
4033	Social Worker III	4016	69	25	-44	15	67,084	54,471	85,792
34775	Licensed Clinical Counselor (T)	4017	70		-			#N/A	#N/A
34776	Licensed Clinical Counselor Specialist (T)	4017	72		-			#N/A	#N/A
34777	Licensed Clinical Program Manager (T)	4017	73		-			#N/A	#N/A
	Licensed Mental Health Professional (T)	4017			-			#N/A	#N/A
4155	Vocational Evaluation Assistant	4018	59		-			#N/A	#N/A
4157	Vocational Evaluator I	4018	64		-			#N/A	#N/A
4151	Work Evaluation Aide	4018	56		-			#N/A	#N/A
4019	Advocate I	4019	68		-			#N/A	#N/A
35074	Social Worker-Investigative/Assessment and Treatment (T)	4020	70	26	-44	17	71,151	57,195	90,083
4141	Interpreter for the Deaf I	4101	64		-			#N/A	#N/A
4142	Interpreter for the Deaf II	4101	67		-			#N/A	#N/A
4295	Educational Diagnostician I	4201	68		-			#N/A	#N/A
4296	Educational Diagnostician II	4201	70		-			#N/A	#N/A
4590	Behavioral Programming Specialist I	4501	62		-			#N/A	#N/A
4550	Psychological Assistant	4501	62		-			#N/A	#N/A
4525	Human Services Clinical Program Manager	4502	72		-			#N/A	#N/A
4559	Psychological Program Coordinator I	4502	81		-			#N/A	#N/A
4563	Psychological Program Coordinator II	4502	83		-			#N/A	#N/A
4567	Psychological Program Director I	4502	80		-			#N/A	#N/A
4569	Psychological Program Director II	4502	81		-			#N/A	#N/A
4570	Psychological Program Director III	4502	83		-			#N/A	#N/A
4558	Psychological Program Manager	4502	79		-			#N/A	#N/A
4555	Senior Psychologist I	4502	78		-			#N/A	#N/A
4556	Senior Psychologist II	4502	80		-			#N/A	#N/A
4552	Staff Psychologist I	4502	71		-			#N/A	#N/A
4553	Staff Psychologist II	4502	73		-			#N/A	#N/A
4662	Laboratory Helper	4601	50		-			#N/A	#N/A
4681	Laboratory Medical Specialist	4601	73		-			#N/A	#N/A
4689	Medical Laboratory Assistant I	4601	54		-			#N/A	#N/A
4690	Medical Laboratory Assistant II	4601	56		-			#N/A	#N/A
4691	Medical Laboratory Assistant III	4601	58		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
4692	Medical Laboratory Supervisor I	4601	73		-			#N/A	#N/A
4693	Medical Laboratory Supervisor II	4601	75		-			#N/A	#N/A
4696	Medical Laboratory Supervisor III	4601	77		-			#N/A	#N/A
4699	Medical Laboratory Supervisor IV	4601	79		-			#N/A	#N/A
4685	Medical Laboratory Technician I	4601	62	19	-43	1	51,877	40,647	64,020
4612	Medical Laboratory Technician II	4601	64	21	-43	1	57,195	44,813	70,582
4675	Medical Laboratory Technologist I	4601	68		-			#N/A	#N/A
4678	Medical Laboratory Technologist II	4601	70		-			#N/A	#N/A
4680	Medical Laboratory Technologist III	4601	72		-			#N/A	#N/A
4666	Ultrasound Technician I	4602	69		-			#N/A	#N/A
4670	X-Ray Machine Operator	4602	56		-			#N/A	#N/A
4671	X-Ray Technician I	4602	61		-			#N/A	#N/A
4672	X-Ray Technician II	4602	65		-			#N/A	#N/A
4673	X-Ray Technician III	4602	67		-			#N/A	#N/A
4704	Chemistry Technician III	4701	68		-			#N/A	#N/A
4889	Advanced Practice Provider I (formerly Physician Extender I)	4801	79		-			#N/A	#N/A
4890	Advanced Practice Provider II (formerly Physician Extender II)	4801	81	36	-45	1		93,164	146,734
4891	Advanced Practice Provider III (formerly Physician Extender III)	4801	83		-			#N/A	#N/A
4854	Dental Assistant Supervisor	4802	61		-			#N/A	#N/A
33866	Dental Assistant Supervisor II (T)	4802	63		-			#N/A	#N/A
4872	Dental Hygienist I	4802	68	23	-45	0		49,407	77,816
4874	Dental Hygienist II	4802	70	25	-45	1	83,071	54,471	85,792
4823	Pharmacy Assistant	4803	54		-			#N/A	#N/A
4829	Pharmacy Technician	4803	60		-			#N/A	#N/A
4833	Pharmacy Technician Supervisor	4803	62		-			#N/A	#N/A
4849	Dental Assistant	4804	59		-			#N/A	#N/A
4939	Physician Director I	4901	8		-			#N/A	#N/A
4942	Physician Director II-A	4901	10		-			#N/A	#N/A
4943	Physician Director II-B	4901	12		-			#N/A	#N/A
4944	Physician Director II-C	4901	13		-			#N/A	#N/A
4905	Physician II	4901	5		-			#N/A	#N/A
4906	Physician III-A	4901	9		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
4907	Physician III-B	4901	11		-			#N/A	#N/A
4908	Physician III-C	4901	12		-			#N/A	#N/A
4935	Public Health Physician I	4901	2		-			#N/A	#N/A
4936	Public Health Physician II	4901	5		-			#N/A	#N/A
4937	Public Health Physician III	4901	9		-			#N/A	#N/A
4938	Public Health Physician IV	4901	10		-			#N/A	#N/A
21420	Dental Intern	4902	81		-			#N/A	#N/A
4951	Dentist I	4902	84		-			#N/A	#N/A
4952	Dentist II	4902	87		-			#N/A	#N/A
4953	Dentist III	4902	89		-			#N/A	#N/A
4928	Clinical Pharmacist	4903	84		-			#N/A	#N/A
4920	Pharmacist	4903	82		-			#N/A	#N/A
4971	Veterinarian	4904	78		-			#N/A	#N/A
5059	Assistant Director of Nursing Services	5001	77		-			#N/A	#N/A
5067	Director of Nursing Services I	5001	77		-			#N/A	#N/A
5068	Director of Nursing Services II	5001	79		-			#N/A	#N/A
5017	Lead Nurse	5001	71		-			#N/A	#N/A
5018	Nurse Clinician I	5001	72		-			#N/A	#N/A
5027	Nurse Supervisor I	5001	72		-			#N/A	#N/A
5028	Nurse Supervisor II	5001	74		-			#N/A	#N/A
5029	Nurse Supervisor III	5001	76		-			#N/A	#N/A
5001	Staff Nurse	5001	70		-			#N/A	#N/A
9926	Nurse Specialist-Public Health	5002	72		-			#N/A	#N/A
5054	Nursing Education Director I	5002	74		-			#N/A	#N/A
5052	Nursing Education Instructor	5002	72		-			#N/A	#N/A
5007	Public Health Nurse I	5002	70	25	-45	0		54,471	85,792
5014	Public Health Nurse II	5002	72	27	-45	0		60,054	94,587
5016	Public Health Nurse III	5002	73	28	-45	5		63,058	99,317
34944	Public Health Nursing Consultant II (Bioterrorism) (T)	5002	77		-			#N/A	#N/A
5087	Public Health Nursing Director I	5002	77	32	-45	1	104,392	76,647	120,718
5088	Public Health Nursing Director II	5002	79		-			#N/A	#N/A
5089	Public Health Nursing Director III	5002	81		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
5038	Public Health Nursing Supervisor I	5002	74		-			#N/A	#N/A
5039	Public Health Nursing Supervisor II	5002	76		-			#N/A	#N/A
9913	Mental Health Nurse I	5003	69		-			#N/A	#N/A
9915	Mental Health Nurse II	5003	71		-			#N/A	#N/A
9917	Mental Health Nurse Supervisor	5003	73		-			#N/A	#N/A
5181	Physical Therapist Assistant I	5101	64		-			#N/A	#N/A
5182	Physical Therapist Assistant II	5101	67		-			#N/A	#N/A
5183	Physical Therapist I	5101	76		-			#N/A	#N/A
5184	Physical Therapist II	5101	78		-			#N/A	#N/A
5189	Physical Therapy Consultant	5101	81		-			#N/A	#N/A
5185	Physical Therapy Supervisor I	5101	79		-			#N/A	#N/A
5186	Physical Therapy Supervisor II	5101	81		-			#N/A	#N/A
5109	Physical Therapy Technician	5101	58		-			#N/A	#N/A
5193	Occupational Therapist I	5102	76		-			#N/A	#N/A
5194	Occupational Therapist II	5102	78		-			#N/A	#N/A
5191	Occupational Therapy Assistant I	5102	64		-			#N/A	#N/A
5195	Occupational Therapy Supervisor I	5102	79		-			#N/A	#N/A
5142	Occupational Therapy Technician	5102	58		-			#N/A	#N/A
5177	Creative/Expressive Arts Specialist I	5103	63		-			#N/A	#N/A
5168	Creative/Expressive Arts Specialist II	5103	65		-			#N/A	#N/A
5179	Creative/Expressive Arts Therapist	5103	68		-			#N/A	#N/A
5163	Rehabilitation Therapist	5103	63		-			#N/A	#N/A
5150	Rehabilitation Therapy Aide	5103	54		-			#N/A	#N/A
5154	Rehabilitation Therapy Assistant	5103	60		-			#N/A	#N/A
5167	Rehabilitation Therapy Coordinator	5103	66		-			#N/A	#N/A
5164	Rehabilitation Therapy Supervisor	5103	68		-			#N/A	#N/A
5153	Rehabilitation Therapy Technician	5103	58		-			#N/A	#N/A
5156	Therapeutic Recreation Specialist I	5103	68		-			#N/A	#N/A
5106	Audiologist	5104	73		-			#N/A	#N/A
5118	Speech and Hearing Clinic Manager	5104	75		-			#N/A	#N/A
5103	Speech and Language Pathologist I	5104	73		-			#N/A	#N/A
5104	Speech and Language Pathologist II	5104	74		-			#N/A	#N/A

North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
5129	Speech and Language Therapist	5104	71		-			#N/A	#N/A
5254	Clinical Dietitian I	5200	68		-			#N/A	#N/A
59979	Dietetic Technician Registered - Local	5200	61		-			#N/A	#N/A
5244	Nutrition Program Director I	5200	70		-			#N/A	#N/A
5245	Nutrition Program Director II	5200	72		-			#N/A	#N/A
5241	Nutritionist I	5200	63	20	-43	0		42,680	67,220
5242	Nutritionist II	5200	66	23	-43	1		49,407	77,816
5243	Nutritionist III	5200	68	25	-43	1	85,792	54,471	85,792
5223	Public Health Dietitian	5200	74		-			#N/A	#N/A
5326	Practical Nurse I	5300	58		-			#N/A	#N/A
5328	Practical Nurse II	5300	62		-			#N/A	#N/A
9950	Chore Supervisor I	5301	56		-			#N/A	#N/A
9952	Chore Supervisor II	5301	60		-			#N/A	#N/A
5346	Community Health Assistant	5301	54		-			#N/A	#N/A
5347	Community Health Technician	5301	56		-			#N/A	#N/A
9935	Community Mental Health Assistant	5301	54		-			#N/A	#N/A
4158	Community Mental Health Technician	5301	58		-			#N/A	#N/A
5335	Community Social Services Assistant	5301	54	12	-42	1	36,868	28,888	45,499
4065	Community Social Services Technician	5301	58		-			#N/A	#N/A
9949	Community Support Services Manager	5301	67		-			#N/A	#N/A
9942	Community Support Services Supervisor	5301	60		-			#N/A	#N/A
5361	Cottage Parent I	5301	54		-			#N/A	#N/A
5362	Cottage Parent II	5301	56		-			#N/A	#N/A
5364	Cottage Parent Supervisor I	5301	58		-			#N/A	#N/A
5366	Cottage Parent Supervisor II	5301	60		-			#N/A	#N/A
9806	Habilitation Assistant	5301	56		-			#N/A	#N/A
9817	Habilitation Technician	5301	58		-			#N/A	#N/A
5388	Health Care Assistant I	5301	51		-			#N/A	#N/A
5389	Health Care Assistant II	5301	54		-			#N/A	#N/A
5398	Health Care Supervisor I	5301	62		-			#N/A	#N/A
5399	Health Care Supervisor II	5301	64		-			#N/A	#N/A
5391	Health Care Technician I	5301	58		-			#N/A	#N/A

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North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
								#N/A	#N/A
5393	Health Care Technician II	5301	60		-			#N/A	#N/A
5395	Health Care Technician III	5301	62		-			#N/A	#N/A
5345	Human Resources Aide	5301	52		-			#N/A	#N/A
562	Medical Office Assistant	5301	57	15	-42	1	43,648	33,442	52,669
4067	Teaching Parent Assistant	5301	58		-			0	0
	Veterinary Technician	5301	60		-			0	0
33846	Chore Provider (T)	5302	51		-			#N/A	#N/A
9972	Community Disease Control Specialist I	5601	63		-			#N/A	#N/A
9973	Community Disease Control Specialist II	5601	65		-			#N/A	#N/A
4107	Migrant Health Technician	5602	60		-			#N/A	#N/A
9965	Summer Helper (Sanitation)	5602	52		-			#N/A	#N/A
	Environmental Health Associate	5603	65	26	-39	1	63,058	57,195	90,083
5654	Environmental Health Program Specialist	5603	69	30	-39	1	91,726	69,521	109,496
9951	Environmental Health Programs Coordinator	5603	69		-			#N/A	#N/A
5653	Environmental Health Specialist	5603	67	28	-39	10	76,647	63,058	99,317
5676	Environmental Health Supervisor I	5603	70	31	-39	0		72,996	114,970
5677	Environmental Health Supervisor II	5603	73	34	-39	1	102,714	84,504	133,092
9954	Environmental Health Supervisor III	5603	75		-			#N/A	#N/A
5650	Environmental Health Technician	5603	59	20	-39	0		42,680	67,220
5767	Industrial Hygiene Consultant	5701	77		-			#N/A	#N/A
9943	Air Hygienist I	5702	67		-			#N/A	#N/A
9944	Air Hygienist II	5702	70		-			#N/A	#N/A
9945	Air Hygienist III	5702	73		-			#N/A	#N/A
9959	Environmental Health Director I	5703	77		-			#N/A	#N/A
9960	Environmental Health Director II	5703	79		-			#N/A	#N/A
5793	Public Health Epidemiologist	5704	70		-			#N/A	#N/A
6004	Security Guard	6001	57		-			#N/A	#N/A
6030	Security Officer I	6001	60		-			#N/A	#N/A
33855	Animal Control Lead Officer (T)	6002	62		-			#N/A	#N/A
33853	Animal Control Officer I (T)	6002	59		-			#N/A	#N/A
33854	Animal Control Officer II (T)	6002	61		-			#N/A	#N/A
33856	Animal Control Supervisor I (T)	6002	64		-			#N/A	#N/A

North Carolina Local Government

SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
33857	Animal Control Supervisor II (T)	6002	67		-			#N/A	#N/A
6350	Emergency Management Planner I	6300	70		-			#N/A	#N/A
6514	General Utility Worker	6501	53		-			#N/A	#N/A
6516	Labor Crew Leader	6501	58		-			#N/A	#N/A
6512	Laborer	6501	50		-			#N/A	#N/A
33848	Landfill Attendant (T)	6502	55		-			#N/A	#N/A
33852	Animal Shelter Attendant (T)	6503	56		-			#N/A	#N/A
6622	Housekeeper	6600	50		-			#N/A	#N/A
6624	Housekeeping Supervisor I	6600	54		-			#N/A	#N/A
6623	Housekeeping Team Leader	6600	52		-			#N/A	#N/A
6803	Cook I	6801	52		-			#N/A	#N/A
6804	Cook II	6801	55		-			#N/A	#N/A
6814	Cook Supervisor I	6801	57		-			#N/A	#N/A
6831	Food Service Assistant I	6801	50		-			#N/A	#N/A
6832	Food Service Assistant II	6801	52		-			#N/A	#N/A
6834	Food Service Supervisor I	6801	54		-			#N/A	#N/A
6836	Food Service Supervisor II	6801	57		-			#N/A	#N/A
6838	Food Service Supervisor III	6801	62		-			#N/A	#N/A
6839	Food Service Supervisor IV	6801	64		-			#N/A	#N/A
9993	Nutrition Project Coordinator I	6802	63		-			#N/A	#N/A
9994	Nutrition Project Coordinator II	6802	65		-			#N/A	#N/A
9992	Nutrition Project Site Supervisor	6802	54		-			#N/A	#N/A
7103	Courier Driver	7101	56		-			#N/A	#N/A
7111	Machine Operator I	7101	54		-			#N/A	#N/A
7112	Machine Operator II	7101	56		-			#N/A	#N/A
7113	Machine Operator III	7101	57		-			#N/A	#N/A
7102	Vehicle Operator I	7101	53		-			#N/A	#N/A
7119	Vehicle Operator II	7101	55		-			#N/A	#N/A
7104	Vehicle Operator III	7101	58		-			#N/A	#N/A
33849	Landfill Assistant Manager (T)	7102	60		-			#N/A	#N/A
33850	Landfill Manager I (T)	7102	66		-			#N/A	#N/A
33851	Landfill Manager II (T)	7102	68		-			#N/A	#N/A

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SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
33858	Vector Control Manager (T)	7103	66		-			#N/A	#N/A
7353	HVAC Mechanic	7300	67		-			#N/A	#N/A
7303	Maintenance Mechanic I	7300	59		-			#N/A	#N/A
7319	Maintenance Mechanic II	7300	61		-			#N/A	#N/A
7304	Maintenance Mechanic III	7300	63		-			#N/A	#N/A
7305	Maintenance Mechanic IV	7300	65		-			#N/A	#N/A
7311	Mechanic I	7300	60		-			#N/A	#N/A
7312	Mechanic II	7300	64		-			#N/A	#N/A
7405	Facilities Maintenance Coordinator I	7400	63		-			#N/A	#N/A
7561	Electronics Technician I	7500	65		-			#N/A	#N/A
7562	Electronics Technician II	7500	68		-			#N/A	#N/A
9981	Radiological Instrument Specialist	7600	60		-			#N/A	#N/A
8460	Soil Scientist I	8400	73	30	-43	1	91,726	69,521	109,496
8462	Soils Specialist	8400	69		-			#N/A	#N/A
9975	Shelter Project Officer	8500	64		-			#N/A	#N/A
8654	Environmental Technician I	8601	61		-			#N/A	#N/A
8651	Environmental Technician III	8601	65		-			#N/A	#N/A
8652	Environmental Technician V	8601	69		-			#N/A	#N/A
8665	Environmental Chemist I	8602	71		-			#N/A	#N/A
8611	Environmental Engineer I	8602	74		-			#N/A	#N/A
8612	Environmental Engineer II	8602	76		-			#N/A	#N/A
34864	Solid Waste Enforcement Officer (T)	8603	61		-			#N/A	#N/A
8881	Human Services Planner/Evaluator I	8800	68	25	-43	0		54,471	85,792
8882	Human Services Planner/Evaluator II	8800	70	27	-43	1	76,647	60,054	94,587
8883	Human Services Planner/Evaluator III	8800	72		-			#N/A	#N/A
8884	Human Services Planner/Evaluator IV	8800	74		-			#N/A	#N/A