



North Carolina Department of Public Safety

Adult Correction and Juvenile Justice

Roy Cooper, Governor
Eddie M. Buffaloe, Jr., Secretary

Timothy D. Moose, Chief Deputy Secretary

March 25, 2022

TO: All Prisons Staff

FROM: Timothy D. Moose, Chief Deputy Secretary

RE: **Comprehensive Pay Plan – Phase II – Salary Compression Adjustments**

As you may recall, during the February 9, 2022 Town Hall and in the first *Adult Correction Express* (A.C.E.) bulletin, Adult Correction leadership discussed the various phases of the comprehensive pay plan for Adult Correction staff. At that time, we advised that more information would be forthcoming concerning Phase II of the plan which addresses salary compression for certified employees. I am pleased to announce that Division team members have been working very diligently with DPS HR and OSHR to determine the parameters for implementing the salary compression adjustments and we are ready to publicize them.

Phase II - Salary Compression Adjustments

The General Assembly allocated \$5.2 million to the Department to begin addressing salary compression in other classifications of certified employees who were not placed into a step-pay plan. Division leadership has determined that along with the funding allocated in the FY 21-22 budget, we will utilize some additional funding available to implement compression adjustments. Throughout the process, it has remained our intent to focus on providing pay increases to as many certified staff as possible. As a result, I am pleased to inform you that most of the Division's certified position classifications - over 3,000 employees - will be addressed in Phase II of the overall pay plan. The following parameters were critical as we worked through the decision-making process and how we arrived at a final product:

- **Correct compression:** Reviewing all supervisory and equivalent-level classifications where salary fell below or in close proximity to the Correctional Officer or Probation/Parole Officer after implementing step pay for each. This is important to ensure that we have individuals willing to step up into or remain in these critical and difficult roles.
- **Target of the salary range mid-point:** Reviewing the current salaries within the classification, the overall goal was to bring the new standardized salary for each class as close as possible to the mid-point of the current salary range.

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- **Create standardized salaries that encourage promotional activities:** Reviewing all supervisory level classification salaries to ensure promotional opportunities are available for employees within these levels.

The implementation of Phase II will infuse \$14 million into salaries of existing staff. These adjustments will be retroactive to March 1, 2022. Additionally, Session Law 2022-6 was signed on March 17, 2022, which provides the Department the authority to issue compression bonus payments. These payments will consist of the portion of salary the employee would have received during the July 1 through February 28, 2022 time period and will be paid as a one-time bonus. We appreciate our staff referencing this matter with legislators and are grateful to the Legislature for providing this avenue to adjust the initial funding provision. It is our intent that both the new annualized salary adjustments and the salary bonuses be paid in the April 30, 2022 paychecks.

Employee salaries will be adjusted to the new salary rates and beginning immediately, standardized salaries will be afforded to employees as they promote into these position classifications. Standardized salary tables including the list of position classes that will be adjusted during Phase II can be found in the attached document.

The finalization of this phase of the pay plan is, of course, great news for the staff that will be impacted. However, much work remains to be done. Moving forward into Phase III of the comprehensive pay plan, Division leaders and DPS HR staff, will thoroughly review all remaining certified position classifications and all other non-certified position classifications for adjustment. Some of the non-certified job families to be reviewed include Administrative, Information Technology, Maintenance, Programs, and other non-certified positions. Division leadership will continue to seek additional funding in the coming legislative session to address the salaries of the aforementioned employees as well as to fully fund the Career Progression Program.

I want to thank each of you for your hard work and dedication to our public safety mission. It is the Adult Correction leadership's distinct honor to recognize each of you for your commitment through the application of these salary adjustments.

PRISONS: Standardized Salary Schedule - Certified Classifications

Classification	Classification Level - Standardized Salary		
	I	II	III
Correctional Sergeant	\$46,127	\$47,644	\$50,957
Correctional Lieutenant	\$51,201	\$52,885	\$56,562
Correctional Captain	\$56,271	\$58,702	\$62,784
Correctional Housing Unit Manager	\$51,201	\$54,785	\$58,620
Correctional Food Service Officer	\$42,264	\$43,654	\$46,689
Correctional Food Service Supervisor	\$46,713	\$50,450	\$54,486
Correctional Food Service Manager	\$51,851	\$56,000	\$60,479
Correctional Case Manager		\$42,264	
Correctional Program Supervisor		\$47,644	