

**Addendum to the Memorandum of Agreement
Change to Payroll Arrangement for Durham County**

Under a Lock-in agreement with NC Cooperative Extension, counties agree to fund salary adjustments, increases and bonuses and promotions earned according to the current percentage of employee salaries. Counties that are not lock-in are encouraged to fund state increases, bonus and promotions earned. In both scenarios, counties may include Extension employees in any county increases, longevity or raises at any time.

Non Lock-In Provisions of the Cooperative Arrangement

Enacting the Non Lock-in Provision. By signing this addendum, the County and NCSU shall adhere to the following provisions, guidelines, and procedures.

1. The county agrees to all provisions, guidelines, and procedures of the existing MOA with the exception of item 7(g) the Lock-in Provision.
2. Salary Adjustments for Extension Employees under the Non Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments for NCSU. The County may match the salary adjustments on their percentage of the employee salary. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

_____ Change from Lock-In Provision to Non Lock-in (formerly known as Send In)

The above named county wishes to change its payroll agreement with North Carolina Cooperative Extension, as initially approved on _____, to non Lock-in.

As part of its non Lock-in provision, Durham County intends to provide salary adjustments to employees in the following manner:

- 1) *As with the lock-in provision, Durham County will match certain state increases including:*

Across-the-board adjustments,*

*Cost-of-living adjustments (COLA),
Merit adjustments, and
Promotion, classification, market, or equity adjustments.*

- 2) *On the County share of the salary, Durham County will provide County adjustments given to other County employees, to include:*

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.*

** Durham County, in a year where the NC General Assembly provides an annual % increase AND the County provides an annual % merit increase, will provide the higher of the two increases on the County portion of the salary. (i.e. If the state legislative increase is 2% and the employee would earn a County merit increase of 4%, the County would provide a 4% increase on the County share of the salary.)*

- 3) *Durham County reserves the right to provide other salary increases, such as providing a higher salary increase or a salary supplement, to address County concerns with salary equity between employees within the department and for particular positions based on job responsibilities, such as supervisory duties.*

Signatures of the persons below authorize execution of this document, effective _____ (date), and continuing year-to-year, unless otherwise terminated in writing by either party under notification to the other party no less than one-hundred twenty (120) days prior to the desired termination date.

Chairperson or Designee – Board of County Commissioners

Signature: _____ Date: _____

Director, North Carolina Cooperative Extension Service, NC State University or Designee

Signature: _____ Date: _____