

Probation Parole Officer Step Pay Plan Guide • FAQs

PROBATION AND PAROLE OFFICER SALARY SCHEDULE

Step	NC PPO Mos of Exp	FY 2021-22	FY 2022-23
0	0-11	40,000	41,000
1	12-23	42,600	43,665
2	24-35	45,369	46,503
3	36-47	48,318	49,526
4	48-59	51,549	52,745
5	60-71	54,804	56,513
6+	72+	58,366	59,824

How do we determine the appropriate Step and Salary?

Using qualification guidelines, all related experience counts to minimally qualify for the position.

Only **North Carolina (NC) Probation/Parole Officer (PPO)** experience, including trainee experience, may be counted to qualify for a salary above the minimum salary rate of the PPO position.

Using the above salary schedule, the Step is determined based on total **NC PPO** months of experience; then the qualifying salary is determined based on the salary rate for that Step.

The following trainee progression shall apply for Trainee PPOs (Probation/Parole Associate):

Experience	FY 2021-22	FY 2022-23
0-11 Mos of NC PPO exp (trainee)	\$40,000	\$41,000
12 Mos of NC PPO exp (fully qualified)	\$42,600	\$43,665

There is no equivalency for the four-year degree requirement.

How do we determine when a Step increase is due?

Employees hired at Step 0 through Step 5 levels are eligible for a step increase when they reach the required months of **NC PPO** experience for the next step.

Future step increases shall be effective the first of the month.

Based on the **effective date of hire** to the **PPO position**, the ‘Step Month’ for future increases is determined, as follows:

- If half or more business days remain in the month the employee was hired, future step increases shall be effective the 1st of the same month of the PPO hire date.
- If less than half business days remain in the month the employee was hired, future step increases shall be effective the 1st of the following month of the PPO hire date.

Employees having 6 years or more total NC PPO experience are eligible for Step 6 and the appropriate salary for that step upon hire to the PPO position. These employees are not eligible for additional step increases.

Employees having less than 6 years total NC PPO experience are eligible for the appropriate step/salary based on total months of NC PPO experience upon hire to the PPO position. These employees are eligible for future step increase(s) up to Step 6.

An employee who leaves a PPO position is no longer eligible for step increases. Appropriate salary administration guidelines shall apply in those situations.

Example Hiring Scenarios:

Qualifications Required		Applicant's Qualifications		Salary Administration		
Position	Min Educ & Exp	Education	Related Experience	Step	Salary	Next Step Increase Due
PPO	Bach + 1 yr exp	BA degree	12 mos NC PPO exp	1	\$42,600	Step 2 (\$45,369) due in 12 mos
PPO	Bach + 1 yr exp	BA degree	48 mos SC PPO exp + 12 mos NC PPO exp	1	\$42,600	Step 2 (\$45,369) due in 12 mos
PPO	Bach + 1 yr exp	BA degree	62 mos NC PPO exp	5	\$54,804	Step 6 (\$58,366) due in 10 mos
PPO	Bach + 1 yr exp	BA degree	18 mos SC PPO exp + 0 mos NC PPO exp	0	\$40,000	Step 1 (\$42,600) due in 12 mos
Trainee PPO (PPA)	Bachelor's	BA degree	0 mos NC PPO exp	0	\$40,000	Step 1 (\$42,600) due in 12 mos
Trainee PPO (PPA)	Bachelor's	BA degree	6 mos NC PPO exp	0	\$40,000	Step 1 (\$42,600) due in 6 mos
Trainee PPO (PPA)	Bachelor's	BA degree	9 mos NC PPO exp	0	\$40,000	Step 1 (\$42,600) due in 3 mos