

Public Defender Office Salary Adjustment Submission Policy

1. There will be two periods per fiscal year for all Public Defender offices *other than Mecklenburg County* to submit regular salary adjustments to the IDS Central Office for approval:
 - a. Between October 1 and October 31
 - b. Between March 1 and March 31.
2. The Mecklenburg County Public Defender office should submit regular salary adjustments to the IDS Central Office for approval between December 1 and December 31.
3. Exceptions to these periods will be made for compelling circumstances requiring an interim request, such as promotion or retention needs. These can arrive at any time with a short explanation of the circumstances.
4. Salary adjustments for attorneys must include a Salary Adjustment form for each person. These forms can be found on the “For Public Defenders” page at ncids.org: <https://www.ncids.org/ids-defenders/for-public-defenders/>
5. Salary adjustments for support staff must include a Salary Adjustment form and a Performance Appraisal Summary for each person. These forms can be found on the “For Public Defenders” page at ncids.org: <https://www.ncids.org/ids-defenders/for-public-defenders/>
6. Each of these forms should be saved into a single word document or PDF with the employee’s last name as the title.
7. If the office is sending in more than one form at a time, each of the word documents or PDFs must be zipped together as a zip folder. If there are more than 10 submissions, each zip folder should include no more than 10 forms. The zip function is accessible by selecting all of the documents to include (up to 10) and right-clicking. Choose the Send To menu and one of the options will be Compressed (zipped) folder.
8. The office will then email the single PDF or zipped folder to pd_administration@nccourts.org.
9. The title of the email should be “Salary [office number or county name].” So, an email from Wake would be titled “Salary Wake” or “Salary District 10” or something similar.
10. This may be a little more work than the current process, but it will help IDS Central Staff to keep these submissions organized and prevent any from falling through the cracks.