
Van: Bradsher, Wallace W.
Verzonden: Tuesday, January 6, 2015 2:02 PM
Aan: Peed, Gayle H.
Onderwerp: FW: Salary Reallocation District 9A (Wallace Bradsher)
Bijlagen: Proposed ADA Salary Allocation.docx; Proposed Staff Salary Allocation.docx; Draft letter for ADA.docx; DA - Salary Increase Form FY 14-15.doc

Please print a hard copy of this email and file with related paperwork. WB

From: Wiggins, Margaret B.
Sent: Tuesday, December 23, 2014 3:56 PM
To: Bradsher, Wallace W.
Cc: Miller, Kurt
Subject: FW: Salary Reallocation District 9A (Wallace Bradsher)

Wallace,

I received your voice message today stating that everyone in the office accepted their new positions resulting from the re-structuring. As I mentioned to Gayle Peed, Judge Smith approved the salary increases submitted on the salary adjustment forms and we will oversee their implementation.

It is my understanding that you will give a new oath to all employees in the office on New Years' Day.

Wishing you and everyone in the office a very Merry Christmas.

Margaret

Margaret B. Wiggins
Human Resources Officer
Human Resources Division
North Carolina Administrative Office of the Courts
919 890-1125 T
919 219-5240 M
919 890-1905 F

Providing services to help North Carolina's unified court system operate more efficiently and effectively, taking into account each courthouse's diverse needs, caseloads, and available resources.

From: Wiggins, Margaret B.
Sent: Wednesday, December 17, 2014 2:06 PM
To: Bradsher, Wallace W.
Subject: FW: Salary Reallocation District 9A (Wallace Bradsher)

Dear Mr. Bradsher,

Judge Smith and I reviewed the letter and the proposed reassignments and salary changes. We suggest that you begin the letter with a sentence stating that you are restructuring the office.

Below is a summary of the changes that will be effective January 1, 2015:

Reassignment and/or decrease in salary:

John Ramsey, reassignment from DA Investigator to VWLA, decrease salary from \$49,576 to \$30,000.

Edward Willaford, ADA, decrease salary from \$70,322 to \$42,000

Luann Martin, ADA, decrease salary from \$92,080 to \$86,000

Reassignment and/or increase in salary:

Pam Bradsher, promotion from VWLA \$37,432 to DA Investigator \$48,000 (a 28.2% increase)

Tyler Henderson, VWLA, increase in salary from \$32,410 to \$41,000 (a 26.5% increase)

Debra Halbrook, VWLA, increase in salary from \$40,721 to \$41,139 (a 1.0% increase)

Holly McAdams, ADA, increase in salary from \$78,924 to \$85,663 (an 8.5% increase)

John Stultz, ADA, increase in salary from \$78,872 to \$80,000 (a 1.4% increase)

Please complete a salary increase form (see copy attached) for each employee receiving an increase, those above 10% will need an explanation provided for the exceptional increase and approval from Judge Smith.

Is Pam Bradsher a relative? If so, I caution you about the hiring of relatives. I see that she was hired January 7, 2011. The policy definitely speaks to authority over relatives regarding promotions and salary. Although she may be reporting to someone else in the office, you are the authority for classification changes and salary increases. The link below will take you to the policy.

http://juno.nccourts.org/sites/default/files/Policies/sec_2h_employment_limitations.pdf

Please call me if you have any questions.

Best Regards,

Margaret Wiggins

Margaret B. Wiggins

Human Resources Officer

Human Resources Division

North Carolina Administrative Office of the Courts

919 890-1125 T

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Providing services to help North Carolina's unified court system operate more efficiently and effectively, taking into account each courthouse's diverse needs, caseloads, and available resources.

From: McAdams, Hollie

Sent: Tuesday, December 16, 2014 10:00 AM

To: Wiggins, Margaret B.

Cc: Bradsher, Wallace W.

Subject: Salary Reallocation District 9A (Wallace Bradsher)

Per your phone conversation with Wallace Bradsher please find attached the proposed reallocation for salaries for ADAs and staff. Also attached please find the form letter that Mr. Bradsher plans to use with our ADAs. Thank you.

Hollie Y. McAdams

Senior Assistant District Attorney

District 9A
P.O. Box 1143
Roxboro, NC 27573
(336) 503-5243

ADA Salary Chart

Position	Base Salary	Longevity	Total
Senior ADA Hollie McAdams	\$85,663.00	\$4,111.82	\$89,774.82
Person County Chief ADA LuAnn Martin	\$86,000.00	\$4,128.00	\$90,128.00
Caswell County Chief ADA J. Stultz	\$80,000.00	\$0	\$80,000.00
Person County ADA Alisa Black	\$70,322.00	\$0	\$70,322.00
Caswell County ADA E. Hugh Willaford	\$42,000.00	\$8,064.00	\$50,064.00

Total Annual Allotment (5 x \$72,797.00) \$363,985.00

Total Annual Allotment Used -\$363,985.00

\$0

Proposed DA Staff Salary Allocation

Position	Base Salary
Administrative Assistant Gayle Peed	\$52,612.00
DA Investigator/Person County Assistant AA Pam Bradsher	\$48,000.00
VWLA/Caswell County Assistant AA D.B. Halbrook	\$41,139.00
VWLA T.J. Henderson	\$41,000.00
VWLA J.D. Ramsey	\$30,000.00

Total Annual Allotment (VWLA 3 x \$38,244.00; AA \$50,422; DA Inv. \$47,597) \$212,751.00

Total Allotment Used \$212,751.00

\$0

DRAFT

To: _____

From: District Attorney Wallace Bradsher, Hiring Authority

Thank you for your service to the District 9A District Attorney's Office for my first term in office. Your services have been appreciated and valuable. My first term ends at midnight, December 31, 2014. Because you serve at the pleasure of the District Attorney, your employment ends at midnight, December 31, 2014, as well.

Because of your valuable service and hard work during my first term as the elected District Attorney, I would like to offer you a position in the District Attorney's Office for District 9A for my second term, beginning January 1, 2015. I am offering you a position as _____ at the annual salary of _____.

If you choose to accept this position at the offered salary, please indicate so by signing at the bottom of this letter. I need this letter returned to me by 12:00 pm, December 29, 2014, if you wish to continue working the District 9A District Attorney's Office. While I sincerely hope you accept the proposed position with my office, please know that if I do not receive the signed acceptance by the deadline of 12:00pm December 29, 2014, your employment will end at midnight, December 31, 2014 without any further notice. Again I thank you for your hard work throughout the first term, and look forward to your response.

I accept _____

STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT
ADMINISTRATIVE OFFICE OF THE COURTS
Human Resources Division
P. O. Box 2448
Raleigh, NC 27602

Courier Box 56-10-50
HumanResources@nccourts.org

Phone: (919) 890-1100
Fax: (919) 890-1905

SALARY ADJUSTMENT FOR
DISTRICT ATTORNEY OFFICES
FY 14-15

PURPOSE: This form must be completed by the District Attorney and mailed or faxed to Human Resources when requesting a salary adjustment for an employee. A current (within the last 12 months) performance appraisal must be on record with Human Resources in order to grant a salary increase to any support staff employee (Administrative Assistant, VWLA, Investigator, etc.). **This form will be public record in accordance with N.C.G.S. 126.23, which requires the NCAOC to maintain a record of each employee with certain information that is open to public inspection, including the general description of reasons for salary increases and promotions.**

Employee Name	County/District
Job Title	Effective Date of Increase
Amount of Increase Requested \$	New Base Salary \$

Please check the reason below that best describes the justification for granting the salary increase. **Please provide additional comments in the section below if the amount of the increase is greater than ten percent (10%).**

- ☐ **Promotion:** Employee is promoted to a higher level job. Example: a VWLA is promoted to DA Investigator.
- ☐ **Salary Adjustment:** General increase in the employee's base salary.
- ☐ **In-Range – Higher Level:** Increase in employee's base salary due to documented changes that have occurred in duties and responsibilities that are at a higher level.
- ☐ **In-Range – Increase Variety:** Increase in employee's base salary due to documented changes that have increased the variety and scope of duties and/or accountability of the employee.
- ☐ **In-Range – Equity:** Increase in the employee's base salary to establish equitable salary relationships among employees performing the same type and level of work.
- ☐ **In-Range – Retention:** Increase in employee's base salary to avoid losing the employee due to an outside job offer.

Further explanation of items above: (Attach additional pages as necessary.)

I hereby certify that the above statements are accurate and meet my approval.

Name of District Attorney	Signature of District Attorney	Date Signed
Name of HR Officer Margaret B. Wiggins	Signature of HR Officer	Date Signed