

Amendment of June 3, 2014 Re: Section 15

SECTION #15 COMPENSATION RATES

Two documents (entitled "Job Classifications" and "Wage Scale") made part of this Personnel Plan, establish employee compensation rates. The Board of Selectmen periodically reviews and adjusts these two documents, to insure that they remain appropriate, timely and equitable. They then incorporate the revised documents into this Personnel Plan as attachments.

As part of the annual budget process the Board of Selectmen will review the consumer price index (using CPI-U for the Northeast Urban region) to see what impact this may have had on the purchasing power of wages. The Board shall make an increase to the Wage Scale that it deems appropriate to reflect the impact of the Consumer Price Index. Any such increase is made to the wage scale solely to reflect an effort to keep employees current with the inflationary pressure upon wages and is not viewed as an adjustment to the wage scale to reflect merit or performance. Periodically the Board of Selectmen shall commission a comprehensive review of the total compensation paid by comparable employers to determine if the wage scale needs a revision to reflect conditions in the larger market place. *Amended 7/3/14*

For audit purposes, they will also prepare and sign a document presenting the effective employee rates of compensation for all employees. This document, provided to the Administration Section, serves as the basis for payment of wages to employees.

The Job Classifications document establishes the initial compensation paid to new employees at the time of hire. The Wage Scale provides for increases in pay over the working career of employees. Increases in pay may occur in two manners.

The first manner by which employees receive increases in wages came into effect on April 1, 2002. After that date, employees can anticipate receiving consideration for a Step Increase after two years. This is not an automatic increase. The consideration given each employee will focus on three requirements. The first requirement, and by far the most important, is that the employee demonstrate satisfactory job performance throughout the two-year period preceding consideration as documented in the employee's Performance Evaluations. Satisfactory performance must be documented in all areas and comments contained within the Performance Evaluation, indicating that the employee met or exceeded the standards of performance for the position.

The second requirement is the recommendation of the employee's department head. The respective Department Head will make this recommendation during the annual budget process leading up to the Annual Town Meeting.

The third requirement is the concurrence of the Board of Selectmen. The Board of Selectmen reserves the right to override the recommendation or non-recommendation of the department head in the rare instance where circumstances warrant.

The Board of Selectmen may choose to award a Step Increase to an employee for outstanding performance at any time they deem that it is appropriate to do so. This represents the second manner by which an employee may receive a wage increase. To make this award, the Board of Selectmen will first seek the concurrence of the department head. They will then publicly announce the award of a Step Increase at a regularly scheduled Selectmen's meeting and include in the record of that meeting the reason or reasons for the award. The Board of Selectmen reserves the right to change Step levels, including other department employees, to accommodate a new hire or in some other way fill a position determined to be difficult to fill. A four-fifths (4/5) majority vote must occur to award any Step increase other than at budget preparation and implementation time.