

Salary Planning Policy

Purpose:

The purpose of the salary planning policy is to allow fair and just compensation, evaluation, and advancement to take place with the employees working for the Town of Randolph.

Scope:

All Town of Randolph employees.

Policy and Procedures

1. Wage Scale

Employees will be placed on the salary schedule commensurate with the position and experience with approval by the Town Board.

2. Salary Adjustments

Annual salary adjustments will be made at the discretion of the Mayor.

3. Pay Period

The pay period is bi-weekly.

4. Deductions

A. Deductions will be made from each employee's pay for the following:

- 1) State and Federal Income Tax
- 2) FICA/Social Security
- 3) State and Federal Unemployment

B. Deductions may be authorized in accordance with policies and general procedures approved by the Town Board for:

- 1) Group health/medical insurance for self, spouse, and dependents
- 2) Life insurance

3) 401k plan

4) Such other deductions as may be authorized by the Town Board.

5. Holidays Worked

Any employee working on a holiday because of an **emergency situation** shall receive double-time compensation.

6. Advancement

A. A promotion is a change in the duty assignment of an employee from position in one classification to a position in another classification in a higher pay group. A promotion recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility. A promoted employee may receive a pay increase. Promotions are approved by the Town Council upon recommendation by the Mayor.

B. Promotions and attendant salary adjustments may be based on performance, evaluated merit, availability of funds and the Mayors' approval.

C. Promoted employees shall be expected to complete a qualifying period to evaluate their capacity to serve in the new position. This qualifying period shall not exceed six (6) months with no extensions permitted.

D. Any promoted employee who is not suitable for the position to which they were promoted, or whose appointment to the position is not made permanent, may be reinstated to their previous position and pay range or a similar classification.

E. The general guidelines will be followed:

1) A combination of education, past work experience, experience gained at the Town, performance, and evaluated merit shall be considered in assessing the qualifications of an applicant.

F. Promotional job opportunities will be posted or announced internally including a performance standard. An employee interested in a specific job posting may apply for that position. In all cases, ability and knowledge to perform the job will be the determining factors in making job awards. If there are no "qualified" internal applicants, the job will then be let to external sources.

7. Demotions

A demotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. An employee who is demoted will have his or her pay reduced. Demotions may be made for the purpose of voluntary assumption of a less responsible position; as a result of a reclassification of the employee's position; or as a disciplinary measure. Any demotion must be authorized by the Mayor and approved unanimously by the Town Board.

8. Merit Increases

Merit increases may be granted for exceptionally good and consistent performance in the same position. They are not used to recognize increased duties and responsibilities (a promotion) and are granted without regard to cost-of-living or longevity. Merit increases recognize outstanding performance and are thus granted in conjunction with a performance evaluation of the employee, the results of which are one factor used in merit pay decisions. Any merit increases are granted by the Mayor.