

**FY2022
Salary Increase Plan**

Managerial-Professional (MP)	Trades-Crafts-Labor (TCL)
Electrical Management (EM)	Electrical Labor (EL)
Telecommunications Management (TM)	Telecommunications Technicians (TT)
Media Specialists (MS)	Administrative-Clerical (AC)
Swim & Fitness (SF)	Human Services (HS)

The following provisions apply to employees who hold a position classified in one of the above-listed pay grades, and are adopted in consideration of PPP #10.2, Section 2 “Annual Performance Increase” and Section 3 “Structure Movement”.

Effective July 1, 2021, the base pay rate of each employee will be increased by 2.0%, subject to the following limitations:

- Funds must be available for such purpose;
- Base pay may not exceed the approved salary range maximum for the position held; and
- The employee’s overall performance must be at a satisfactory level.

If an employee’s overall performance is at a “Needs Improvement” level as of July 1, 2021, the Town Manager shall review the individual circumstances and may delay the increase effective date until satisfactory performance is achieved, and/or withhold or decrease the amount of the increase.

If an employee’s overall performance is at an “Unsatisfactory” level as of July 1, 2021, the employee will not receive a salary increase in FY22.

Approved by Town Manager and Personnel Board on 6/11/2021, contingent on 2021 Town Meeting actions.

Amendment November 2021

Background: Provisions adopted above were based on conservative budgeting while the Town responded to economic impacts of the pandemic. The salary increases granted provided an across-the-board wage adjustment, but did not result in progression through the salary range (typically accomplished through a “step” or “performance increase”). Throughout the end of FY21 and into FY22, Town employees have continued to perform at high levels and provide full services to customers. Many Town employees have had to learn new ways of providing services including the use of new technologies, new ways of processing information, and—in some cases—in new work environments. This amendment resumes a system for wage progression within salary ranges, which is an important element in attracting and retaining talented staff.

In addition to the above-referenced wage adjustment and subject to the same limitations and provisions, each employee¹ whose base pay is below the maximum of their position’s salary range will receive an additional 2.0% pay adjustment effective July 1, 2021.

Amendment approved by Town Manager and Personnel Board on 11/30/2021.

¹ Processing note: “Employee” refers to those employed on the date this amendment was approved (11/30/2021). Individuals who left employment prior to this date are not eligible for a retroactive adjustment to their pay.