

TOWN OF CONCORD  
Personnel Policy and Procedure #10.2

**Increases Within the Salary Ranges**

*Adopted by the Town Manager & Personnel Board*

*Last Revision Effective: May 30, 2018*

**Purpose and Scope**

The purpose of this document is to establish policies and procedures for the administration of Section 10.2 of the Personnel Bylaw regarding salary increases within the salary ranges specified in the Compensation Plan. Where noted, this policy and procedure also adopts certain monetary rewards to recognize unusual circumstances in accordance with Section 10.3 of the Personnel Bylaw.

**Policy**

The permanent base-salary for all employees holding a position in the Town's Classification and Compensation Plan must always be within the approved salary range for that position (note that base-salary does not include longevity or other special pays granted in accordance with the Personnel Bylaw). Subject to available funds, an employee may be granted salary increases in the situations detailed below, up until the point where his/her base-salary meets the maximum of his/her position's approved pay range:

1. **Completion of In-Training Period**

Upon successful completion of an employee's in-training period, the Town Manager may increase that individual's base-salary by up to 5.0% based on performance, available funds, or any other factors the Town Manager determines to be relevant to the position.

If an employee successfully completes his/her in-training period after it was extended in accordance with the Personnel Bylaw, the Town Manager may, based on the circumstances, grant the salary increase retroactively to the six-month service date rather than the date the employee completed the in-training period.

2. **Annual Performance Evaluation**

An annual "performance" or "merit" increase may be granted to any employee who has completed his/her in-training period. Such increases are intended to progressively advance the employee's base-salary through the specified range as may be appropriate for his/her position. These increases will be based upon the employee's annual performance evaluation and are contingent upon the employee achieving satisfactory performance. As one or more attachments to this policy, the Town Manager and Personnel Board will issue a plan at the beginning of each Fiscal Year that specifies the amounts of these increases, how they are obtained, and when they will be granted.

3. **Structure Movement**

There are two types of Structure Movement increases that may occur:

- 1) Town Meeting approves an across-the-board increase to the salary ranges contained in the Classification and Compensation Plan.
- 2) Town Meeting approves the adoption of a new or modified Classification and Compensation Plan.

When the salary range for one or more positions changes due to the circumstances listed above, the Town Manager and Personnel Board may issue a plan to provide employees with salary increases that recognize that “Structure Movement.” Such increases are contingent upon the employee achieving satisfactory performance, except that no employee’s salary shall go below the minimum of the range for his/her position. The plan for providing Structure Movement increases will be issued as one or more attachments to this policy, and may be combined with the plan for Annual Performance Evaluation increases.

4. Additional Duties

At any time during the fiscal year, the Town Manager may increase an individual employee’s base-salary (permanently or temporarily) when a significant change has been made in the duties and responsibilities assigned to that employee, but such changes would not justify a reclassification or Acting Pay. When such an adjustment is temporary, the employee’s pay may exceed the salary range of his/her position;<sup>1</sup> however, prior approval of the Personnel Board must be obtained in order for an individual employee’s base-salary to exceed the maximum of the range by more than 10%.

5. Salary Inequities

At any time during the fiscal year, the Town Manager may increase an individual employee’s base-salary when an internal or market salary inequity exists.

6. Other Miscellaneous Adjustments

The Town Manager may grant other temporary or permanent salary adjustments when deemed appropriate due to circumstances not contemplated in this policy. With prior approval of the Personnel Board, the employee’s pay may exceed the salary range of his/her position when such an adjustment is temporary.<sup>2</sup>

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<sup>1</sup> Adopted in accordance with Section 10.3 of the Personnel Bylaw.

<sup>2</sup> Adopted in accordance with Section 10.3 of the Personnel Bylaw.

**FY2023  
Salary Increase Plan**

*Adopted in accordance with PPP #10.2, Section 1 "Completion of In-Training Period,"  
Section 2 "Annual Performance Increase," and Section 3 "Structure Movement"*

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

**Scope & Limitations**

During Fiscal Year 2023, base pay increases will be provided to regular-status employees who hold a position classified in one of the above-listed pay grades, 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, as determined and documented by the department head.

**Increase Schedule**

7/1/2022 Base Wage Increases

Effective 7/1/2022, the following increases will be granted:

- All Employees: **3.0%**
- Employees who have passed their in-training period and whose pay has not yet met the maximum of their position’s salary range: **an additional 1.0% wage progression within salary range**

If an employee’s overall performance is at a “Needs Improvement” level as of July 1, 2022, 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, 2022, the employee will not receive a salary increase in FY23.

Completion of In-Training Period after 7/1/2022 and before 7/1/2023

Upon successful completion of their in-training period: **1.0% wage progression within salary range**

*Approved by Town Manager and Personnel Board on 6/16/2022*