

Salary Program Implementation Policy

This policy applies to Town positions listed in Appendix 1 of this policy (“2014-15 Pay Grade Placement Grid”). Implementation will take place starting with the first pay period in January 2015, and will be effective until the beginning of fiscal year 2015-16, and thus will expire on 6/30/2015 (end of day) at which time the Salary Administration Policy will be utilized for salary decisions for current and new employees.

No employee will receive a salary cut as a result of this program.

All current employees will be placed on the pay grade grid (vertical axis) at the pay grade determined by the job classification system and at the step (horizontal axis) which has been determined by years of relevant experience. See Appendix 2, Experience Calculation Chart and rules below. However if an employee’s current rate exceeds the appropriate step the employee will be placed at the step that most closely matches his or her current salary. If the salary at that step is still lower than the current salary, the employee’s current salary will remain unchanged until he or she moves to the next step at the start of the fiscal year in July.

Rules for determining prior relevant experience

Rule 1.

Years of prior experience are prorated based on a 40 hour week and the full time equivalent (FTE) hours worked in the prior position...non town

Rule 2.

No more than five years of non-Town of Charlotte experience will be considered for relevance.

Relevance will be credited as determined in Rule 3 below.

Rule 3.

- a. 100% of years of experience will be credited for years in the same job as the new job.
- b. 75% of years of experience will be credited for years in the same field of work in a very similar job.
- c. 50% of years of experience will be credited for years worked in a job that is not the same, but is in the same field of work and requires similar knowledge and background.
- d. 25% of years of experience will credited for years worked in a job that is not the same and is in a different field of work, but requires similar knowledge and background.
- e. 12.5% of years of experience will be credited for experience in an unrelated job. The experience must include some skills or knowledge that are relevant to the new job.
- f. No experience will be credited for an unrelated job that provides very little in the way of the skills and knowledge that is required in the new job.

Approved by the Selectboard on \_\_\_\_\_  
(Date)

Signed:

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