

Salary Program Implementation Policy

This policy applies to Town positions listed in Appendix 1 (“2014-15 Pay Grade Placement Grid”).

Implementation will commence with the first pay period in January 2015, and will be effective until June 30, 2015 at which time the Salary Administration Policy will be in effect.

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

All current employees will be placed on the pay grade grid at the pay grade (vertical axis) determined by the job classification ranking system and at the step (horizontal axis) determined by years of relevant experience. See Appendix 2, Experience Calculation Chart and see rules below. However, if an employee’s current pay rate exceeds the determined step, the employee will be placed at the step most closely matching their current salary. If the salary at the most closely matching step is still lower than the current salary, the employee’s current salary will remain unchanged.

Rules for determining relevant experience:

Rule 1.

Employees will be credited 100% of their years in their current job.

Rule 2.

Years of prior experience will be prorated based on a 40 hour week and the full time equivalent (FTE) hours worked in all relevant positions.

Rule 3.

A maximum of five years of non-Town of Charlotte prior relevant experience as determined in Rule 3 will be credited.

Rule 4.

a. 100% of years of experience will be credited for years in an identical job as the current position.

b. 75% of years of experience will be credited for years in the same field of work in a job that is very similar to the current position.

c. 50% of years of experience will be credited for years worked in a job that is not identical to the current position, but is in the same field of work and requires similar knowledge and background.

d. 25% of years of experience will be credited for years worked in a job that is not identical to the current position and is in a different field of work, but requires similar knowledge and background.

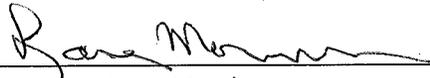
e. 12.5% of years of experience will be credited for experience in an unrelated job. The

experience must include some skills or knowledge that are relevant to the current position.

f. No experience will be credited for an unrelated job which provided experience that offers few of the skills and knowledge required for the current position.

Approved by the Selectboard on January 12, 2015
(Date)

Signed:



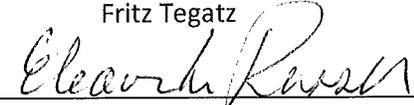
Lane Morrison



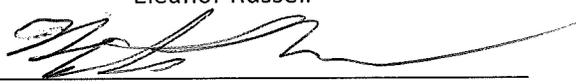
Charles Russell



Fritz Tegatz



Eleanor Russell



Matt Krasnow