

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 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 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 all relevant positions.

Rule 2.

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

Rule 3.

- a. 100% of years of experience will be credited for years in an identical job as the position being filled for the Town of Charlotte.
- 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 position being filled.
- c. 50% of years of experience will be credited for years worked in a job that is not identical to the position being filled, 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 position being filled 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 position being filled.

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

Approved by the Selectboard on _____
(Date)

Signed:

Lane Morrison

Charles Russell

Fritz Tegatz

Eleanor Russell

Matt Krasnow