



1026 Park Ave · PO Box 99  
Grand Lake, CO 80447  
970-627-3435  
www.townofgrandlake.com

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To: Mayor Kudron and the Grand Lake Board of Trustees  
From: Heike Fawkes, Town Treasurer  
Re: Employee Pay Classifications  
Date: November 25, 2024

### **Background**

The Town policies require that employee pay be based upon a pay/salary grade schedule:

#### **Pay/Salary Grades**

*Employee pay is determined per Town salary grades based on job classifications. Job classifications are used to objectively and accurately define and evaluate the duties, responsibilities, tasks and authority level of a job. – Grand Lake Personnel Manual*

The reason to have a published pay schedule is primarily to promote transparency in government operations. The pay schedule also allows for ease of pay analysis and pay adjustment. The rates in the schedule do not reflect additional benefits that are provided by the Town. The schedule also provides comparative classifications for the Town's various jobs.

The proposed pay schedule that is attached to this memo reflects current pay rates for Town employees. It also allows for flexibility in new hirings.

### **Action**

If the Board of Trustees wishes to approve the proposed pay grades, it may do so by adopting Resolution 75-2024 with the following motion:

*I move adopt Resolution 75-2024, Approving Town of Grand Lake Employee Pay Grades and Classifications.*