

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 3/4/2022

Re: Salary Study - 2022

Overview:

At the February Work Session Susan Manning presented to Council the recent Compensation Study that was completed. The survey benchmarked to the town to 14 communities in the region. The survey found that 24 out of 36 job classes were below market while 12 job classes were at or above market. Most job classes were 5% below market. Only four job classes were 10% below market. This can be attributed to Town Council giving employees COLAs each year to keep up with inflation and the surrounding market.

Susan Manning's recommendations were:

1. Increase salary ranges for 24 benchmark positions below market;
2. Increase salary ranges for Telecommunicators and Maintenance Technicians to establish competitive hiring rates;
3. Increase salary range for Systems Technician to be more competitive;
4. Increase salaries for employees whose salary falls below the minimum of the new range;
5. Award market pay adjustments to employees whose salaries are above minimum but below market commensurate with their experience and date of hire.
6. No salary increases for employees being paid competitively with market.

The yearly implementation cost for the recommendations is \$66,946 (includes benefit increase calculation). At the February meeting, Town Council decided not to wait until the new fiscal year to implement these recommendations. As such, I am recommending they are implemented the first pay period in April 2022, which will be April 6, 2022. This is twelve (12) weeks before the end of the current fiscal year. The prorated cost will be \$15,449. Staff has looked at the Town's current salary budget and has determined this to be feasible without going over budget.

Action:

Approve the new FY 22-23 Classification and Pay Plan as well as to implement the recommendations presented by Susan Manning beginning with the pay period starting on April 6, 2022.