

Policies for Compensation 2025

		CURRENT	NEW	Grandfather in?	Handook Policy
<b>Pay premiums</b>					
Premiums for certs		<b>Police sworn:</b> One step for Intermeditate Law Enforcement Certificate, two steps for Advanced (or only one additonal step if already received credit for Intermediate)	\$1250/yr Intermediate Law Certificate \$2500/yr Advanced Law Certificate* *if credit already given for Intermediate, only \$1250 will be added for total \$2500 <i>granted every year at annual review</i>	Yes 14 people	<i>Add: flat amount awarded once per year at annual evaluation</i>
Premiums for educ		<b>General:</b> none <b>Police sworn:</b> Two steps for Associates Degree, two more or 4 total for bachleors degree	<b>General:</b> none <b>Police sworn:</b> 5% for Associates 10% for Bachelors* *if credit already given for Associates, only 5% for a total of 10%	N/A	<i>in each paycheck Add: Sworn officers will receive a premium for Associates or Bachelors degrees completed added to their Grade/Step pay rate.</i>
Premiums for language		5% for general employees, 2 steps for Police Officers	5% premium for one language only, 5% premium for Police Officers	N/A	<i>in each paycheck</i>
<b>Promotion Practices</b>					
		<i>includes 6 month introductory period</i>			
General		5% to 10% unless moving greater than 2 grades considered on an individual basis	5% to 10% unless moving more than 2 grades considered on an individual basis, and consistent with internal equity** shoud genreally be at 5% increase for each grade movement.	N/A	NEW EMPLOYEE INTRODUCTORY PAY INCREASES p12 Delete N/A. Add: Promotion evaluation at 6 months without pay increase. Annual eval date is next Aug..
Police		Incumbent is promoted to a higher grade, they receive the equivalent of a 7.5% increase and placed into the corresponding step of the new grade. If the 7.5% increase is less than the minimum salary for the new position, the incumbent will move to Step 1 of the new grade. At the completion of the introductory period in the new position, he/she is eligible for another one step increase (for a total max increase of 10% at the conclusion of the introductory process). <i>*Police Officer to Detective and Detective to Police Officer considered Lateral Move and will move to the corresponding step to keep the same pay.</i>	Move to the new grade one step lower for Officer to Corporal, 1 step lower for Officer to Sergeant. Other moves follow similiar pattern dependent on how many grades they are moving up. If the increase is less than the minimum salary for the new position, the incumbent will move to Step 1 of the new grade. <i>*Police Officer to Detective and Detective to Police Officer considered Lateral move. Move to same Step on new Grade.</i>  **A six-month introductory period will apply to promotions. A performance evaluation will be conducted at six months in the new positon, but no pay increase is granted.	N/A	EFFECTS ON SALARY RATE p 12 Promotion Evaluation conducted at 6 months without pay increase. Annual eval date is one year from sworn in date with elgibility to move one step with acceptable performance review score.
Fire		At the completion of the introductory period in the new position, he/she is eligible for another one step increase (for a total max increase of 10% at the conclusion of the introductory process).	**A six-month introductory period will apply to promotions. A performance evaluation will be conducted at six months in the new positon, but no pay increase is granted.	N/A	Annual evaluation will be conducted at 12 months with eligible for a one-step increase with acceptable evaluation score.

Hiring Guidelines					
General		Approx 2.5% per year of prior directly relevant experience up to the mid-point	Approx 2.5% per year of prior directly relevant experience up to the mid-point. Above mid-point will need justification and prior approval by Town Manager	N/A	New: Add to hiring practices. Initial 6 month evaluation without a pay increase.
Police		Step 1 No experience &/or no Degree Step 3 Two (2) years of experience &/or Associate Degree Step 5 Four (4) years of experience &/or Bachelor's Degree Five(5)+ years of experience evaluated on a case-by-case basis	Step 1 No sworn experience &/or no Degree Step 3 Two (2) years of experience Step 5 Four (4) years of experience Five(5)+ years of experience evaluated on a case-by-case basis. Possesses an education degree and/or Law Enforcement Certificate=additional premium pay.	N/A	Anniversary date for evals is 12 months from sworn in date. No eval at 6 months.
		none	<b>Probationary Officer:</b> (new) Less than one year sworn exper. completing initial Field Training usually for 4 to 6 months. During this time they are accompanied by and are receiving field training from experienced trainers in order to become an independent Police Officer.	N/A	Pay rate is 5% below Step 1 Police Officer. At completion of FTO will promote to Police Officer Step 1. Anniversary date for evals is 12 months from sworn in date. No eval at 6 months.
Fire		Start at Step 1, Upon successful completion of a six (6) month introductory period, incumbents will be eligible to receive a one (1) step increase	Start at Step 1, Upon successful completion of a twelve (12) month introductory period, incumbents will be eligible to receive a one (1) step increase with acceptable performance review score	N/A	At bottom of published Fire pay plan