

**FY2023  
Salary Increase Plan**

*Adopted in accordance with PPP #10.2, Section 1 "Completion of In-Training Period,"  
Section 2 "Annual Performance Increase," and Section 3 "Structure Movement"*

<b>Managerial-Professional (MP)</b>	<b>Trades-Crafts-Labor (TCL)</b>
<b>Electrical Management (EM)</b>	<b>Electrical Labor (EL)</b>
<b>Telecommunications Management (TM)</b>	<b>Telecommunications Technicians (TT)</b>
<b>Media Specialists (MS)</b>	<b>Administrative-Clerical (AC)</b>
<b>Swim &amp; Fitness (SF)</b>	<b>Human Services (HS)</b>

**Scope & Limitations**

During Fiscal Year 2023, base pay increases will be provided to regular-status employees who hold a position classified in one of the above-listed pay grades, subject to the following limitations:

- Funds must be available for such purpose;
- Base pay may not exceed the approved salary range maximum for the position held; and
- The employee’s overall performance must be at a satisfactory level, as determined and documented by the department head.

**Increase Schedule**

7/1/2022 Base Wage Increases

Effective 7/1/2022, the following increases will be granted:

- All Employees: **3.0%**
- Employees who have passed their in-training period and whose pay has not yet met the maximum of their position’s salary range: **an additional 1.0% wage progression within salary range**

If an employee’s overall performance is at a “Needs Improvement” level as of July 1, 2022, the Town Manager shall review the individual circumstances and may delay the increase effective date until satisfactory performance is achieved, and/or withhold or decrease the amount of the increase.

If an employee’s overall performance is at an “Unsatisfactory” level as of July 1, 2022, the employee will not receive a salary increase in FY23.

Completion of In-Training Period after 7/1/2022 and before 7/1/2023

Upon successful completion of their in-training period: **1.0% wage progression within salary range**

*Approved by Town Manager and Personnel Board on 6/16/2022*