

**FY24
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"*

**Classification and Compensation Plan for Regular Status Positions
Approved at Annual Town Meeting April 30, 2023
Effective July 1, 2023**

Scope & Limitations

During Fiscal Year 2024, 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

7/1/2023 Base Wage Increases

Effective 7/1/2023, 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, 2023, 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, 2023, the employee will not receive a salary increase in FY24.

Completion of In-Training Period after 7/1/2023 and before 7/1/2024

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

Approved by Town Manager and Personnel Board on 6/14/2023