

MEMORANDUM

TO: Town Council
FROM: Bill Bruce
DATE: August 30, 2022
RE: Salary Study

Attached to this memo is a summary presentation from PTRC on the results of the Town's 2022 Salary Study Update. The presentation reviews the purpose of the study, summarizes the consultant's methodology, and presents a recommendation for Council's consideration. The recommendation reflects PTRC's charge to examine the Town's existing Pay Plan, recommend adjustments to the Pay Plan, and to propose salary adjustments to existing employee salaries to maintain external and internal pay equity.

Also attached to this memo is the revised Pay Plan and a spreadsheet summarizing the Town Manager's recommendation for Council's consideration. This is a modified version of the consultant's recommendation, with a 2.0% salary increase per pay grade increase rather than the suggested 2.5%.

The spreadsheet separates positions into three sections (see below). For each section the current pay grade, recommended pay grade, and minimum (hiring) rate for that position is shown. Also shown is the proposed percentage increase in actual pay for employees currently in these positions.

1. **Proposed Market Adjustments.** These positions have been reclassified to higher pay grades, with a 2.0% per grade adjustment applied to each position. An average increase of 7.2% is proposed
2. **New Positions.** The Office Assistant position was approved in this year's budget but has not been advertised. The proposed minimum in this range is below the budgeted amount, therefore a salary decrease is proposed. An 8.8% reduction in budgeted salary is proposed.
3. **Proposed Promotions/ Market Adjustment.** These two positions have been reclassified based on expanded job duties and market adjustments. The Deputy Clerk position has been expanded to include human resources and public information officer duties, and the Town Clerk position has been reclassified to Town Clerk/Assistant Town Manager. An average increase of 9.0% is proposed.

Requested Action: Staff recommends that Council adopt (1) the revised Pay Plan, 2) the new Town Clerk/Assistant Manager position, and 3) a budget amendment of \$43,282 to implement market adjustments and promotions.

