

Merit Increase Policy

Merit raises are recommended by the Department Head with the final approval of the Board of Selectmen. Merit raises are based on employee's performance evaluation and stated employee goals. Merit raises are awarded in September, after submittal of performance evaluation by the Department Head to the Board of Selectmen. Probationary employees are eligible for a merit increase after completion of their probationary period, in an amount of up to ½ (one-half) of the percentage eligible for the review period. Merit increases in pay are not automatic. They are reserved for employees who show skill and job knowledge improvement and satisfactory job performance.

Salary scale – March 8, 2011	5.00%	4.00%	3.00%	3.00%	3.00%	
Highway	Start	Review 1	Review 2	Review 3	Review 4	Review 5
Department Head	\$20.26	\$21.27	\$22.12	\$22.78	\$23.46	\$24.16
Foreman	\$15.42	\$16.19	\$16.84	\$17.35	\$17.87	\$18.41
Full Time Operator	\$14.80	\$15.54	\$16.16	\$16.64	\$17.14	\$17.65
Part Time Operator	\$12.24	\$12.85	\$13.36	\$13.76	\$14.17	\$14.60
PT Secretary/other	\$11.82	\$12.41	\$12.91	\$13.30	\$13.70	\$14.11
Police						
Lieutenant	\$20.35	\$21.37	\$22.22	\$22.89	\$23.58	\$24.29
Detective	\$18.37	\$19.29	\$20.06	\$20.66	\$21.28	\$21.92
Full - Time Patrolman	\$17.35	\$18.22	\$18.95	\$19.52	\$20.11	\$20.71
Part - Time Officer	\$12.86	\$13.50	\$14.04	\$14.46	\$14.89	\$15.34
FT Secretary/other	\$14.60	\$15.33	\$15.94	\$16.42	\$16.91	\$17.42
Solid Waste						
Department Head	\$17.56	\$18.44	\$19.18	\$19.76	\$20.35	\$20.96
Full Time CDL Operator	\$14.80	\$15.54	\$16.16	\$16.64	\$17.14	\$17.65
Full Time Attendant	\$10.29	\$10.80	\$11.23	\$11.57	\$11.92	\$12.28
Part Time Attendant	\$9.63	\$10.11	\$10.51	\$10.83	\$11.15	\$11.48
Town Offices						
Executive Secretary	\$14.60	\$15.33	\$15.94	\$16.42	\$16.91	\$17.42
Full - Time Secretary	\$13.35	\$14.02	\$14.58	\$15.02	\$15.47	\$15.93
Part - Time Secretary	\$13.45	\$14.12	\$14.68	\$15.12	\$15.57	\$16.04
Deputy Town Clerk/TC	\$11.26	\$11.82	\$12.29	\$12.66	\$13.04	\$13.43
Janitor	\$10.29	\$10.80	\$11.23	\$11.57	\$11.92	\$12.28
Code Enforcement	\$17.55	\$18.43	\$19.17	\$19.75	\$20.34	\$20.95
Health Officer	\$12.24	\$12.85	\$13.36	\$13.76	\$14.17	\$14.60

The maximum percentage merit raise available in any calendar year is figured based on the above table. Employees whose salary is from the "Starting" column for their respective position up to the salary in "Review 1" column are eligible for up to 5% merit raise. Those employees whose salary is from the "Review 1" column up to the salary in "Review 2" column are eligible for up to 4% merit raise. Employees whose salary is from the salary represented in "Review 3" are eligible for up to 3% merit raise until the employee has reached the salary represented in "Review 5" column.

The above table may be adjusted from time to time based on cost of living and other factors as determined by the Board of Selectmen. The effective date of the above table is March 8, 2011.