

Town of Pownal Compensation Policy - Amendments

Exhibit
C

Recommended Benefit & Effective Date

Healthcare Insurance MMA POS Plan B (Payroll deduction to begin April 1, 2003 for implementation effective May 1, 2003)

Companion Plan (Effective April 1, 2003)

Dental Insurance MMA Plan A

Vision Insurance

Level I Employee

Town pays 100% of Single Person premium. ~~Town pays 80% of Family premium. The employee can elect to contribute to Family Plan. * in which even the cost shall be withheld weekly from the employee's pay.~~

Retired employee can elect to contribute to employee or family plan. There is no cost to the town.

Town is to pay no premium ~~for Single Person. Town pays 80% of Family premium. Employee can elect to contribute to employee or family plan, in which case the cost shall be withheld weekly from the employee's pay.~~

Town is to pay no premium for Single Person. ~~Town pays 80% of Family premium.~~

Level II Employee

Town pays 75% of Single Person premium. The employee can elect to contribute to Family Plan. ~~* in which event the cost shall be withheld weekly from the employee's pay.~~

Retired employee can elect to contribute to employee or family plan. There is no cost to the town.

Town is to pay no premium. Employee can elect to contribute to employee or family plan, ~~in which case the cost shall be withheld weekly from the employee's pay.~~

Town is to pay no premium. Employee can elect to contribute to employee or family plan, ~~in which case the cost shall be withheld weekly from the employee's pay.~~

Wage and Salary Scales for Hired Positions

A wage/ salary scale is maintained for each active position. The scale defines the value to the town of that position and its structured to show its minimum and maximum levels of compensation. New hires are offered an amount within that range as proposed by the department supervisor and approved by the ~~Selectmen~~ Board. Each employee's compensation is reviewed annually in accordance with the performance review process, but may not increase beyond the upper limit set by the scale for his or her position.

Each wage and salary scale is based on a market analysis, and is established as of the 2004 town meeting or, thereafter, when a new position is created. Each market analysis is updated every three years, beginning in 2004 and the revised scales are approved by a town vote in the same year (e.g. 2004, 2007, 2010, etc.). The market analyses are the joint responsibility of the ~~Selectmen~~ Board and the Budget Committee. The result of the market analyses will be maintained in the town records and be available for inspection by the taxpayers.

Performance Evaluation and Compensation Adjustment Process

Employee

~~Administrative Assistant (AA) Town Administrator, & Road Commissioner & Fire Chief~~
Administrative Office Staff
Public Works Crew
Public Safety

Supervisor/ Evaluator

~~Selectmen~~ Board
~~Administrative Assistant~~ Town Administrator
Road Commissioner
Fire Chief

The ~~Selectmen~~ Board shall adopt, and supervisors shall use, a performance evaluation process that is consistent with established best practices. Because economic conditions may limit the town's ability to provide appropriate financial rewards and incentives, the evaluation process must function to provide employees with effective non- financial support and recognition for effort and achievement.

2. The ~~Selectmen~~ Board review all evaluations to determine that procedures and standards have been applied consistently across departments and levels of responsibility. Any concerns about consistency are worked out with supervisors before the evaluation results are shared with employees. Contents of individual evaluations, other than the final overall rating, are maintained confidential and are not shared with any person other than the employee, the supervisor and the ~~Selectmen~~ Board.

3. The ~~Administrative Assistant~~ Town Administrator computes the target compensation change for each employee and totals any individual increases to determine the Aggregate Target Increase for compensation for the coming year.

5. The Budget Committee and ~~Selectmen~~ Board prepare their recommendations for the non-compensation budget lines – the Operations portion of the budget and calculate the percentage change from the previous year. They also compute the increase in the Operations budget targeted under the LD1 formula.