

Policy No. 2.14 **Salary Adjustments**
Date of Issuance: **May 17, 2012**
Revision Date:

The purpose of this policy is to establish a uniform time and procedure for requesting salary adjustments for inclusion in next year's budget.

1. Requests for Salary Adjustment

A. If a Department Head or other employee desires a salary adjustment for herself/himself or for employee(s) under her/his jurisdiction due to a change in job description or increase in responsibility she/he will submit the salary adjustment request to the Town Administrator by August 1st. Each request shall include the following:

- (1) A revised job description showing changes in duties/responsibilities.
- (2) Advanced education/certifications
- (3) Salary recommendation
- (4) Written documentation supporting the request

B. The Library Board and Rome Water Utility Commission determines salaries for their personnel.

2. Requests for Adjustments Under Extenuating Circumstances

The Town Administrator shall submit to the Town Board requests for salary adjustments originating at a time during the year when the budget process is not taking place. The requests for salary adjustment will include items as listed in B 1 through 4 above. Final authorization for the requested salary adjustment remains with the Town Board.

3. Requests for Adjustment in Excess of \$5,000 (including benefits)

Any increase in any one position's salary (including benefits) exceeding \$5,000 shall be treated as a new position. See Section 2.04 of this policy.