

Policy No. 2.15 Annual Salary/Merit Review
Date of Issuance: May 17, 2012
Revision Date:

Description: The purpose of this policy is to establish the procedure used to make annual adjustments to Town employee's salaries.

1. Performance/Annual Salary Review/ Merit Increases

The Town Board will consider salary adjustments for non-represented or non-contracted Town employees each year prior to adoption of the next year's budget. Supporting documentation for an increase or decrease of an employee's salary shall be the annual performance evaluation.

2. Consideration in the award of salary increases/decreases shall include but not be limited to the employee's demonstrated ability and performance regarding:

- a. Performance of assigned duties
- b. Work habits
- c. Attendance, including tardiness or misuse of sick leave
- d. Attitude toward his/her work assignments, fellow workers, supervisors and the general public,
- e. Work and goals of the Town,
- f. Quality of work performed,
- g. Quantity of work performed,
- h. Initiative in work effort as well as personal progress