

## COMPENSATION AND EVALUATION

Town employees are paid bi-weekly based on hours listed on timesheets.

**Timekeeping** - Hourly employees may be required to punch a time clock. Hand entries on the time card will only be accepted when indicating sick leave, vacation leave, convenience day or compensatory time. Employees may also be required to allocate their time spent working for various town funds. All time cards must be signed by the employee and his/her supervisor.

**Probationary Review** - All new hires will receive a performance evaluation at the end of their sixty (60) day probationary period. A standard "Performance Appraisal" form (next page) will be used for all probationary reviews. An employee's performance during the probation period, as assessed and documented by the Town Manager and immediate supervisor, will determine if probation can be lifted or the employment is terminated.

**Merit Increases & Annual Performance Evaluation** - To promote a high-performance culture and provide excellent customer service to the residents of the Town, full-time employees may be eligible for an annual merit increase in pay on the anniversary of their service to the Town. Depending on current economic conditions, and the parameters of the Town's current approved budget, merit increases will generally be paid on a sliding scale with high performers receiving a higher percent merit increase, and average performers receiving a lower percent increase. Merit increases are tied to an employee's annual performance appraisal rating and a pay increase is not guaranteed. A schedule of percentage increases is provided to employees immediately following the approval of a new budget, and effective the new fiscal year. Pending approval by the Mayor and Council, merit increases are awarded using the following metric:

- Employees who meet, or exceed, performance standards will receive merit increases proportionate to their appraisal rating.
- Employees demonstrating inconsistent, and occasionally sub-par, work performance will receive a base merit increase and a performance improvement plan.
- Employees whose performance is unsatisfactory, and routinely sub-par, will not receive a merit increase. They will be immediately placed on a sixty (60) day probationary period and assigned a performance improvement plan. After sixty days, failure to comply with the improvement plan, and adjust work performance to par with Town standards, will result in further disciplinary action up to and including termination.

A standard evaluation form (next page) will be used for all performance evaluations. Employees have the right to appeal their evaluation to the Mayor and Council. The decision of the Mayor and Council shall be final.

**Promotions & Pay Increases** - When an employee is promoted to a position in a higher grade within the Town's Position/Pay Grade, or granted a requested increase in pay, an appropriate salary will be determined based on the employee's skill, knowledge, experience, and performance. With the approval of the Town Manager, employees may receive a pay increase of up to 3% above a new grade's minimum salary or 3% above an employee's existing salary. Pay increases greater than 3% must be approved by the Mayor and Council.