

**DEPARTMENT OF HUMAN RESOURCES**

**TOWN OF TRUMBULL**

**COMPENSATION PLAN**

**FOR**

**NON-UNION, APPOINTED AND ELECTED  
OFFICIALS**

Adopted: May, xx 2015  
Effective January 1, 2016

I. **Introduction:**

A. **Background:** This Pay Plan covers non-union, appointed and elected officials except as specifically noted.

B. **Pay Plan Objectives:**

1. Internal equity;
2. Competitive with the municipal market;
3. Links pay and performance;
4. Easy to administer;
5. Provides continuity and flexibility.

II. **Administration of the Compensation Plan for Non-Union, Appointed and Elected Officials:**

A. **Appointments:** The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the Director of Labor Relations. The Director may approve a starting or reappointment rate beyond the minimum of the salary range but not to exceed the midpoint of the range. Any appointment above the midpoint shall be subject to Town Council approval by a two thirds vote of the full Town Council.

B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a different grade of this salary plan, the salary of the employee shall increase at least 5 % but not more than 10%, except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Director of Labor Relations.

C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials) shall receive increases based solely on performance appraisals, on forms approved by Human Resources. For employees with less than three months tenure, no increases shall be given. Salary increases shall be, at a minimum, based on the CPI of the Urban Northeast for the previous year. A salary adjustment shall be given if the evaluation indicated the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for a salary adjustment. Effective July 1<sup>st</sup> each year's salaries shall be adjusted based on the terms and condition outlined herein. As condition precedent, Personnel Appraisal Forms must be completed and submitted to the Human Resources Department by the date established by the Human Resources department for the individual to be eligible for a salary increase.

D. **Pay Rates for New Positions:** In the event a new classification is established, the Personnel Department shall set the appropriate pay grade.

F. **Reallocation of Positions:** In the event of significant changes in the job content of a particular Ordinance position, the Personnel Director shall recommend to the Town Council the appropriate pay grade.

Reallocation of a position does not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

G. **Elected Officials:** The salary for elected officials and certain appointed Officials shall be as outlined in Section J. Changes in the salaries for elected officials shall be effective January 1<sup>st</sup> after they are elected or reelected or as indicated in Section J below.

H. **Position Status:** All salary ranges and recommendations are for full time positions. If positions are filled on less than a full time basis, salaries shall be prorated and adjusted accordingly.

I. **Maintenance of Salary Plan Objectives:** In order to maintain the salary plan objectives, every four years the Personnel Department shall conduct a review of the salary ranges. The Personnel Department may choose to review the salary ranges prior to the four year anniversary if the market changes or job descriptions warrant. Should any changes be made, they shall be subject to Town Council approval by a simple majority of those present and voting.

J. Effective January 1, 2016 allocation of positions to grade shall be as follows: \*

**Category**

1. **Elected Officials**      **Effective: January 1, 2016**

Selectman	(January 1, 2016)	\$110,000
	(January 1, 2017)	\$114,000
	(January 1, 2018)	\$118,000
	(January 1, 2019)	\$122,000
	(January 1, 2020	Midpoint of Director for Finance Range
	each term thereafter	
Treasurer (Part time)		20 % of the Midpoint of Director of Finance Range
Town Clerk		50 % of the Midpoint of Dir. of Finance Range
Registrar of Voters (Part time)		8 % of the Midpoint of the Director of Finance Range

2. <b><u>Department Heads</u></b>	<b><u>*Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
Chief of Staff	\$70,000	\$80,000	\$90,000
Director of Finance	\$115,000	\$125,000	\$135,000

Director of Public Works	\$110,000	\$120,000	\$130,000
Director of Health	\$90,000	\$100,000	\$110,000
Director of Labor Relations	\$110,000	\$120,000	\$130,000
Director of ECD	\$105,000	\$115,000	\$125,000
Director of EMS	\$80,000	\$90,000	\$100,000
Director of Parks and Recreation	\$95,000	\$105,000	\$115,000
Police Chief	\$115,000	\$125,000	\$135,000
Operations Director Golf Course	\$85,000	\$95,000	\$105,000
<b>3. <u>Supervisors/Administrators</u></b>			
Asst. Finance Director	\$85,000	\$95,000	\$105,000
Personnel Manager	\$70,000	\$80,000	\$90,000
Deputy Police Chief	\$100,000	\$110,000	\$120,000
<b>4. <u>Support Staff</u></b>			
Executive Assistant (First Selectman/PD)	\$55,000	\$60,000	\$65,000
Secretary (First Selectman)	\$42,500	\$47,500	\$52,500
Human Resources Assistant	\$45,000	\$50,000	\$55,000

\* Any employee below the minimum shall be moved to the minimum of the range.

**K. Transition:** Those employees with existing employment contracts will be covered by the plan after their current contract expires or if mutually agreed upon may execute amendments to their current contracts where they will be subject to the Plan.

**L. Effective Date of Pay Plan:** January 1<sup>st</sup>, 2016