

**Richmond Water Resources Department
Salary Range Movement Schedule**

Job Classification and Grade Pay Ranges								
Employee Status	Grounds Maintenance (PG2)		Lead Process Operator* (PG11)		Lead Mechanical Operator* (PG11)		Superintendent (PG17)	
Certification Levels	Min	Max	Min	Max	Min	Max	Min	Max
No Certifications Obtained	\$12.06	\$17.57	\$21.76	\$31.69	\$21.76	\$31.69	n/a	n/a
Water 3 Certification This is the only certification issued	\$12.56	\$17.57	\$22.26	\$31.69	\$22.26	\$31.69	n/a	n/a
Wastewater 1	\$12.56	\$17.57	\$22.26	\$31.69	\$22.26	\$31.69	n/a	n/a
Water 3 and Waste water 1	\$13.06	\$17.57	\$22.76	\$31.69	\$22.76	\$31.69	n/a	n/a
Water 3 and Waste water 2	\$13.56	\$17.57	\$23.26	\$31.69	\$23.26	\$31.69	n/a	n/a
Water 3 and Waste water 3	\$14.06	\$17.57	\$23.76	\$31.69	\$23.76	\$31.69	n/a	n/a
Water 3 and Waste water 4 (WW4 required for Supt.	\$15.06	\$17.57	\$24.76	\$31.69	\$24.76	\$31.69	\$30.94	\$42.47
Water 3 and Waste water 5	\$16.06	\$17.57	\$25.76	\$31.69	\$25.76	\$31.69	\$31.94	\$42.47

* Operators without a Water Certification are only allowed by State law to work at a facility for two years. If the employee fails to obtain waste water certification Grade 1 within two years, the employee will not continue employment past two years.

- 1) Rates of pay for auxiliary positions are determined by the Superintendent. Auxiliary positions are not eligible for pay increases for certifications and/or training based on the schedule above.
- 2) All pay adjustments shall be made by the Finance Office to an employee's salary upon approval by the Town Manager and receiving written notification from the Department Head stating 1) the requirements for the base adjustment have been met and, 2) the amount of the adjustment. Unless the Town Manager agrees, in writing, to other adjustments the above adjustments are approved pending funding allocations to support the adjustment.
- 3) Annual pay adjustments are made on July 1 for years of service, performance and/or cost of living, if set by Select board. Other adjustments such as changes in status, certifications, bonuses, awards, conditions of hire or hire letter stipulations or any other base adjustment which may be approved by the Town Manager may be given at other times during the fiscal year.
- 4) Upon acquisition of all certifications, the employee's wage could be affected by:
 - A) Cost of Living and Performance Adjustments to the base salary and as made available by the Select board,
 - B) Other adjustments to the base as recommended by the Department Head and approved by the Town Manager, and
 - C) Once an employee reaches the maximum hourly rate of pay for their grade, additional increases will **not be added to the base wage**. The yearly pay increase percentage will be a lump sum taxed payment to the employee.
- 5) New hires should be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service in another community for a like-position may be equal to only 8 years of creditable years of service to Richmond because of variations in the other community's job description and because of the broader depth of experience needed in a more active department.
- 6) The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be one step per year. The Town Manager, would review and approve the proposed "creditable years of service" prior to hire.

Years of Service and Certification Examples:

* A new employee is hired as a Lead Process Operator with 4 years of creditable experience and with both a Waste water I and a Water Certification. The base rate of pay for this position is \$22.76. To calculate the actual hire rate of pay, apply the creditable years of experience (\$22.76 plus four steps on the wage scale =???).

Approved by the Richmond Selectboard on _____, 2018 _____
Chairman

**** Certifications should be worth a dollar value (\$0.50 each for water 3, waste water 1, 2 and 3, \$1.00 each for waste water 4 and 5) regardless of steps.****

In light of the above, employee should move in the pay grades to equal steps. If they stay in the same pay grade, advanced certifications just move them to the top sooner.

I have checked how other pay scales work, and the above appears to be the norm. For example, the medical center has a 17% increase as the max an employee can get for certifications. A 17% increase to an employee making \$13.00/hr is \$2.21. These proposed increases per certification are below that. If the position does not have higher pay grades available, the employee stops at the top of the pay grade. Some employees take 20 years to go 20 steps. Some employees take 5 years to go 20 steps. This is how you retain top employees.

I also noted that the norm for increases when an employee gets to the top of the scale is to give the employee a lump sum, minus taxes, equivalent to the raise. For example, if I made \$88,337.60 and 3% was the raise, I would get a \$2650.13 lump sum before taxes. A 1% raise would be \$883.38 lump sum before taxes. My base salary would not increase.

