

**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 Extinguishing 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.