
 Town of Swansboro	<b>Personnel Policy</b>		<b>The Pay Plan Adjustments to the Pay Plan</b>	
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	Supersedes:		Approved By: 	

## ARTICLE III. THE PAY PLAN

### Section 10. Adjustments to the Pay Plan

Transition to a New Salary Plan When a study has been conducted and a comprehensive revision of the pay and classification structure adopted by the Board, the following provisions shall govern the transition to the new pay plan:

- 1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- 2) Subject to availability of funds, all employees being paid at a rate lower than the minimum rate established for their respective classes may have their salaries raised to the new minimum for their classes.
- 3) All employees being paid at a rate above the maximum rate established for their respective classes shall be maintained at that salary level until such time as the employees' salary range is increased above the employees' current salary.

Salary Range Revisions: From time to time a periodic adjustment to particular classes (salary range revisions) may be called for in accordance with labor market trends; similarly adjustment to the entire pay plan (across the board increases) may be called for in consideration of overall economic trends. Across-the-board increases should not be substituted or used in lieu of the merit increment principle. Across-the-board increases are based upon economic factors affecting the entire salary schedule generally and are used to maintain the overall relationship of the salary schedule and wages with the labor market and economy. The Town Board shall review and may approve of all the adjustments to the pay plan upon periodic review.