
 Town of Swansboro	Personnel Policy		The Pay Plan Merit Pay	
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ARTICLE III. THE PAY PLAN

Section 6. Merit Pay

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria concerning the quality of performance of the employee and is subject to the availability of funds. Pay increases may be percentages or flat dollar amounts within the range, and may vary from employee to employee based on the variations in performance.

Employees may be considered for advancement within the established salary range on their hiring (anniversary) date or at the beginning of the new fiscal year. Increases shall be recommended by the department head and subject to approval by the Town Manager, based on the quality of their overall work and subject to availability of funds.

When an employee's work needs improvement, the department head is expected to refrain from recommending a merit increase, and to explain the areas where performance needs to improve.

Employee Productivity Award: The Town may recognize employee performance on a special project, for work exceeding the normal level of responsibility for the assigned position, or for enduring professional hardship to accomplish normal responsibilities.