
 Town of Swansboro	Personnel Policy		The Pay Plan Salary Effect of Salary Range Revisions	
	Number: Article III; Section 9	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	

ARTICLE III. THE PAY PLAN

Section 9. Salary Effect of Salary Range Revisions

When a class of positions is assigned to a higher salary range, employees in that class shall receive a pay increase of at least 5%, or to the minimum step of the new range, whichever is higher. If the employee has passed probation, the employee's salary shall be advanced at least to the probation completion amount in the new range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum step established for the new class, the salary of that employee shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.