



Town of West Seneca

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MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: November 22, 2021

Subject: Proposed Merit Increase Policy and Procedure
for Part-Time Employees in White Collar Sector

Please see the attached proposed policy and procedure that resulted from a committee spearheaded by the Town Clerk, Amy Kobler, and in collaboration with Department Heads and certain Town Officials. The policy sets forth a uniform policy for merit increases for part-time employees in the White Collar Sector.

Kindly adopt the attached policy and procedure.



Town of West Seneca

Merit Increase Policy and Procedure for Part-Time Employees in White Collar Sector

Purpose

Each year, Department Heads, along with the Town Supervisor, will determine the pool of funds available for merit increases for part-time employees. The objective of the compensation policy is to implement a uniform policy and procedure for merit increases for part-time employees based both, in part, on employee performance, market rates, and financial resources.

Compensation Philosophy

The Town of West Seneca strives to pay employees according to market and merit, subject to the availability of financial resources and individual employee performance. Each part-time position is assigned: 1) a salary range that aligns with titles of the White-Collar contract; and 2) a salary range based on the on a competitive pay rate for comparable positions and unique duties and responsibilities of the particular position.

A salary range is the beginning rate of pay organized into grades. Each part-time position is assigned a salary grade that represents employees performing similar work utilizing similar knowledge, skills, and abilities. Employees have different levels of experience and education that determines where a new hire should be placed in the salary range.

Eligibility

To be eligible for a merit increase, an employee must be employed for a period of at least 6 months of continuous service before the merit award. This policy and procedure is applicable to all part-time employees in the while collar sector, with the exception of summer seasonal employees in the Recreation Department. This policy and procedure is not applicable to part-time employees in the Highway or Buildings and Grounds Departments.

Determination of Merit Increases

Department Heads will recommend: 1) whether an employee should receive any merit increase based on their individual annual performance review and 2) the amount of increase appropriate for the performance results.

The following factors are the basis for awarding merit pay to employees:

- The employee's performance as reported in the annual performance review;
- Department funds available and funds approved during the budget process; and
- Recommendations of Department Heads.

Review of Merit Increases

Merit increases require the recommendation of the employee's immediate supervisor, and the approval of the Town Supervisor. Employees are to be notified of their merit increase after the Town Budget has been adopted. The merit increase will be effective January 1 at the Reorganization/Organizational Meeting of the Town Board.

Performance Reviews

Employee performance is to be formally reviewed by Department Heads once a year during the first week in August to allow a possible increase to be discussed during the Department Head's upcoming Budget Meeting. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, and set goals for the upcoming year.

Grade	Beginning Salary Rate	Title
1	Minimum Wage - \$14	Crossing Guard
2	\$14 - \$15	Food Service Worker Van Driver
3	\$15 - \$16	Ceramics Instructor Clerk Typist Police Matron
4	\$17 - \$19	(Court) Clerk Assessment Clerk Cashier Account Clerk Typist
5	\$20 - \$22	Legal Clerk Youth Service Coordinator, PT Court Officer Public Safety Dispatcher Fire Inspector