



## Town of West Seneca

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# MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: December 8, 2021

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

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At the last Town Board meeting, you approved the Merit Increase Policy and Procedure for Part-Time Employees. Thereafter, the Director of Senior Services made me aware that the fitness instructor was not included in Grade 2 of the chart. Kindly approve said amendment.



## 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.

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