



## PERSONNEL POLICY 13

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### PAY ADJUSTMENTS

**Effective Date:** May 3, 2012

SECTION 1. Application of Rates: Employees shall be paid a salary or wage established for that classification under the pay plan. The minimum rate for the classification generally shall apply to employees upon original appointment. However, the Town Manager, when circumstances warrant, may authorize original appointment or re-employment at other than the minimum rate dependent upon the experience and qualifications of the individual being hired.

SECTION 2. Advancement: No salary advancement shall be made so as to exceed any maximum salary rate established in the pay plan for the classification to which the employee's position is allocated.