

Employee Rates of Pay	Department: Human Resources	Policy Source: Human Resources
	Authorized by: Village of Alliance Council Signature:	Date: October 31, 2018 Date Revised: September 26, 2021 Date Effective: November 15, 2018 Date to be Reviewed: October, 2021

POLICY: The Village of Alliance Council believes that all employees should be paid fairly and equitably.

PURPOSE: To establish clear guidelines for the rates of pay for each employee.

PROCEDURE:

- All employees shall be paid in accordance with the salary and wage schedule established by the Village Council for each wage and salary category.
- All salary and wage categories require the approval of Council
- The placement of an employee in a salary and wage category shall be determined by reference to the job description of the employees' position.
- The CAO shall regularly review all salary and wage categories and make any recommendations for changes to Council on a timely basis.
- All salary and wage schedules require the approval of Council.
- Subject to performance appraisal, an employee may be eligible for an increase in their rate of pay.
- Any changes in the rates of pay for any employee shall be approved by the Chief Administrative Officer.
- At least once each year, the Mayor and Council shall conduct with the Chief Administrative Officer, a confidential appraisal and full review of his/her work performance in accordance with the M.G.A., Section 205.l.
- At least once each year, the Chief Administrative Officer shall conduct, confidentially and individually, an appraisal and full review of the work performance of all administrative personnel and the Public Works Foreman.
- At least once each year, the Public Works Foreman shall conduct in confidence, an appraisal and work review with each permanent employee under his supervision.
- A completed form or written summary of each review shall be signed by both parties and filed with the Chief Administrative Officer for future reference.
- Schedule A is the salary grid and shall form part of this policy.

**Village of Alliance
SCHEDULE A
SALARY GRIDS – 2021**

Level ~ Salary ~ Hourly				
Assistant Administrator (based on 35 hrs/wk)				
Level I – Completion of High School, extensive accounting and knowledge of word processing, enrolment in Local Government Certification Program	I	1	53,316.31	29.29
	I	2	54,915.80	30.17
	I	3	56,563.27	31.08
	I	4	58,260.17	32.01
Level II – Completion of High School, extensive accounting and knowledge of word processing, enrolment or completion of Local Government Certification Program Level I, minimum of three (3) years' experience in municipal government in a supervisory role	II	5	61,173.18	33.61
	II	6	63,008.37	34.62
	II	7	64,898.62	35.66
	II	8	66,845.58	36.73
	II	9	68,850.95	37.83
	II	10	70,916.48	38.97
Municipal Clerk – Permanent P/T (28 hrs/wk or less)				
Level I – Completion of High School or equivalency, accounting background, experience in customer service, word processing and spreadsheets.	I	1	30,442.51	20.91
	I	2	31,355.79	21.54
	I	3	32,296.46	22.18
	I	4	33,265.36	22.85
Level II – Completion of High School or equivalency, accounting background, experience in customer service, word processing and spreadsheets, minimum of three (3) years' experience in municipal government.	II	5	34,928.62	23.99
	II	6	35,976.48	24.71
	II	7	37,055.78	25.45
	II	8	38,167.45	26.21
	II	9	39,312.47	27.00
	II	10	40,491.85	27.81
Public Works Foreman (40 hrs/wk)				
Level I – Completion of high school or equivalent, eligible for Water and Wastewater Level I Certification, Class 5 Drivers License, minimum of two (2) years municipal experience	I	1	63,339.04	34.80
	I	2	65,239.21	35.85
	I	3	67,196.39	36.92
	I	4	69,212.28	38.03
Level II – Completion of High School or equivalent, eligible for Water and Wastewater Level I Certification, Class 5 Drivers License, minimum of five (5) years municipal experience in a supervisory capacity	II	5	72,672.89	39.93
	II	6	74,853.08	41.13
	II	7	77,098.67	42.36
	II	8	79,411.63	43.63
	II	9	81,793.98	44.94
	II	10	84,247.80	46.29