



MEMO TO: Mayor and Commissioners

FROM: Jennifer Eakes, Human Resources Director

SUBJECT: Adoption of Salary Schedule

Date: December 12, 2022

Purpose: To adopt the proposed salary schedule

Proposal:

Human Resources is asking that the Board of Commissioners adopt the proposed salary schedule as required by G.S. 160A-162.

The Human Resources Director, Jennifer Eakes, along with the Finance Director, Heather Meacham, and Interim Town Manager, Hazen Blodgett, worked diligently to make sure that each employee falls within the parameters of the salary that is assigned to their Grade level. However, there are salaries of six employees that will need to be adjusted. The total amount of adjustment is \$7,246.84 combined.

Adopting the salary schedule is the first step in addressing compression and pay equity as it relates to salaries.

Recommendation:

Approve the adjustments needed to ensure the six employees fall within the specified salary range based on their Grade level. The adjustments would be made for the pay period beginning on December 10, 2022, and paid on the December 30, 2022 pay check.

Adopt the proposed salary schedule as required by G.S. 160A-162

Attachment:

Proposed salary schedule