

MEMORANDUM

TO: All Department and Division Heads
FROM: Brandon L. Robertson, Town Manager
DATE: June 15, 2023
SUBJECT: Classification and Pay Plan FY 2023-2024

Enclosed please find the Classification and Pay Plans for FY 2023-2024. The Plan incorporates the following categories of employees:

- A. Non-Organized
 - 1. Non-Exempt: Hourly rates are in accordance with the established Pay Plan. Overtime is paid after 40 hours in one week. There are two salary schedules; Hired Prior to 7/1/96 and Hired On/After 7/1/1996.
 - 2. Exempt: Biweekly pay rates are set equal to one twenty-sixth of the annual pay rates. Exempt positions are not eligible for overtime pay.
- C. Organized Personnel (Police, Dispatchers, and Public Works Union): Hourly pay rates are in accordance with Collective Bargaining Agreements.
- D. Seasonal, Intern and Temporary (Hourly Basis)

Step increases are predicated upon satisfactory performance of duties. If a Department Head feels that an employee's attitude, work skills or productivity is unsatisfactory, a step increase may be delayed, pending performance improvement.

Requests for delays in step increase should be communicated to the Human Resources Department. In such cases, a Performance Improvement Plan (PIP) will be created by the Department Head in conjunction with the employee and reviewed by the Director of Human Resources. The PIP will state the specific performances areas requiring improvement and establish a time by which improvement must be achieved.

TOWN OF AVON, CONNECTICUT
CLASSIFICATION AND PAY PLANS
(PART II - COMPREHENSIVE PERSONNEL PLAN)

For the Fiscal Year
Beginning July 1, 2023

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NON-ORGANIZED, NON-EXEMPT POSITION LISTING

<u>Position</u>	<u>Pay Grade</u>
Accounts Clerk	6
Administrative Analyst	8
Administrative Clerk I	1
Administrative Clerk II	3
Administrative Coordinator (Rec/Fire/Police Dept)	8
Administrative Secretary I	6
Administrative Secretary II	7
Animal Control Officer	8
Assessment Technician	8
Assistant Assessor	10
Assistant Building Official	10
Assistant Collector of Revenue	8
Assistant Town Clerk I	6
Assistant Town Clerk II	8
Building Office Technician	8
CAD/GIS Manager	11
Deputy Fire Marshal	8
Executive Secretary	10
Fire Inspector	8
IT Technician (Police)	10
Landfill Assistant	1
Library Assistant	4
Library Specialist	6
Library Technical Assistant	6
Library Technician	5
Planning Aide	8
Police Records Aide	6
Police Records Support & Systems Coordinator	11
Public Works Foreman (B&G/Roadways/Fleet Operations)	11
Public Works Inspector	10
Recreation Program Specialist	6
Recycling Coordinator	6
Revenue Clerk	6
Senior Accounts Clerk	7
Senior Administrative Analyst	9
Senior Administrative Analyst/Procurement	9
Senior Administrative Coordinator	9
Senior Center Coordinator	8
Senior Staff Accountant	9
Social Services Assistant	4
Superintendent of Sanitary Sewer Collections	12
Youth Services Coordinator	8

NON-ORGANIZED, NON-EXEMPT PAY PLAN- HIRED PRIOR TO 7/1/1996

FY 2023/2024

3 employees remain on this schedule

Pay Grade	Step	Hourly Rate	Annual Wages @ 37.5 hours/week
8	Max	39.1846	76,410
10	Max	44.9718	87,695
11	Max	48.0026	93,605

NON-ORGANIZED, NON-EXEMPT PAY PLAN- HIRED AFTER 7/1/1996

FY 2023/2024

Pay Grade	Step	Hourly Rate	Annual Wages @ 37.5 hours/week
1	1	19.7267	38,467
	2	20.2197	39,428
	3	20.7254	40,415
	4	21.2433	41,424
	5	21.7747	42,461
2	1	20.9096	40,774
	2	21.4324	41,793
	3	21.9682	42,838
	4	22.5174	43,909
	5	23.0803	45,007
3	1	22.1641	43,220
	2	22.7176	44,299
	3	23.2857	45,407
	4	23.8682	46,543
	5	24.4652	47,707
4	1	23.4939	45,813
	2	24.0812	46,958
	3	24.6827	48,131
	4	25.3002	49,335
	5	25.9327	50,569
5	1	26.3131	51,311
	2	26.9707	52,593
	3	27.6452	53,908
	4	28.3397	55,262
	5	29.0443	56,636

Pay Grade	Step	Hourly Rate	Annual Wages @ 37.5 hours/week
6	1	27.8917	54,389
	2	28.5887	55,748
	3	29.3038	57,142
	4	30.0365	58,571
	5	30.7874	60,035
7	1	29.5654	57,653
	2	30.3049	59,095
	3	31.0621	60,571
	4	31.8389	62,086
	5	32.6349	63,638
8	1	33.7043	65,723
	2	34.5471	67,367
	3	35.4106	69,051
	4	36.2956	70,776
	5	37.2032	72,546
9	1	36.0636	70,324
	2	36.9649	72,082
	3	37.8897	73,885
	4	38.8365	75,731
	5	39.8076	77,625
10	1	38.5816	75,234
	2	39.5529	77,128
	3	40.5417	79,056
	4	41.5551	81,032
	5	42.5939	83,058
11	1	41.2900	80,516
	2	42.3220	82,528
	3	43.3802	84,591
	4	44.4645	86,706
	5	45.5764	88,874
12	1	46.2271	90,143
	2	47.3828	92,396
	3	48.5674	94,706
	4	49.7816	97,074
	5	51.0261	99,501

**NON-ORGANIZED, EXEMPT PAY PLAN
FY 2023/2024**

	<u>Minimum</u>	<u>Maximum</u>
Grade I	\$59,851	\$84,119
Teen Librarian		
Reference Librarian		
Grade II	\$64,984	\$89,518
Circulation and Outreach Manager (Librarian)		
Children's & Teen Services Manager (Librarian)		
Human Resources Generalist		
Reference and Adult Services Manager (Librarian)		
Technology & Technical Services Manager (Librarian)		
Grade III	\$70,239	\$97,970
Police Records Manager		
Social Services Director *		
Grade IV	\$73,702	\$103,117
Planning and Community Development Specialist		
Town Clerk		
Grade V	\$77,292	\$108,136
Assistant Town Engineer		
Building Official		
Fire Marshall & Emergency Management Director		
Information Technology Specialist		
Recreation and Parks Director		
Town Accountant		
Grade VI	\$83,431	\$116,978
Assessor *		
Collector of Revenue		
Operations Manager (Public Works)		
Grade VII	\$90,150	\$126,236
Assistant Town Manager		
Assistant Public Works Director		
Human Resources Director		
Police Lieutenant		
Grade VIII	\$97,454	\$136,390
Library Director		
Planning and Community Development Director		
Grade IX	\$105,091	\$147,151
Finance Director		
Public Works Director		
Town Engineer		
Grade X	\$118,163	\$161,831
Chief of Police		
Town Manager	Determined by Town Council	
* Part-Time Employee		

POLICE AND DISPATCHERS PAY PLANS

POLICE BASE SALARY & EDUCATION INCENTIVE PAY

JULY 1, 2023 - JUNE 30, 2024

40 hours/week

PATROL BASE SALARY	Hourly	37.1678	38.8236	40.1990	41.8149	43.4986	45.2447	47.0490
	Annual	77,309	80,753	83,614	86,975	90,477	94,109	97,862
+ 1,125 (Associates Degree)	Hourly	37.7087	39.3644	40.7399	42.3558	44.0394	45.7856	47.5899
	Annual	78,434	81,878	84,739	88,100	91,602	95,234	98,987
+ 2,450 (Bachelors or higher)	Hourly	38.3457	40.0014	41.3769	42.9928	44.6764	46.4226	48.2269
	Annual	79,759	83,203	86,064	89,425	92,927	96,559	100,312
DETECTIVE BASE SALARY	Hourly	39.4216	40.0654	43.0240	44.3173	46.0861	47.9457	49.8813
	Annual	81,997	83,336	89,490	92,180	95,859	99,727	103,753
+ 1,300 (Associates Degree)	Hourly	40.0466	40.6904	43.6490	44.9423	46.7111	48.5707	50.5063
	Annual	83,297	84,636	90,790	93,480	97,159	101,027	105,053
+ 2,600 (Bachelors or higher)	Hourly	40.6716	41.3154	44.2740	45.5673	47.3361	49.1957	51.1313
	Annual	84,597	85,936	92,090	94,780	98,459	102,327	106,353
SERGEANT BASE SALARY	Hourly	44.3173	46.2553	47.9457	49.8813	51.8697	53.9476	56.1125
	Annual	92,180	96,211	99,727	103,753	107,889	112,211	116,714
+ 1,460 (Associates Degree)	Hourly	45.0192	46.9572	48.6476	50.5832	52.5716	54.6495	56.8144
	Annual	93,640	97,671	101,187	105,213	109,349	113,671	118,174
+ 2,925 (Bachelors or higher)	Hourly	45.7236	47.6615	49.3519	51.2875	53.2760	55.3538	57.5188
	Annual	95,105	99,136	102,652	106,678	110,814	115,136	119,639

COMMUNICATIONS DISPATCHER

JULY 1, 2023 - JUNE 30, 2024

40 hours/week

		New Hire Training	Step A	Step B	Step C	Step D	Step E
Communications Dispatcher	Hourly	28.1519	29.5406	31.0112	32.596	34.2136	35.9292
	Annual	58,555	61,444	64,503	67,799	71,164	74,732

PUBLIC WORKS PAY PLAN
JULY 1, 2023 - JUNE 30, 2024
40 hours/week

		Step A	Step B	Step C	Step D	Step E	Step F
Maintainer I	Hourly	27.4894	28.4343	29.4824	30.6385	31.7502	32.8840
	Annual	57,178	59,143	61,323	63,728	66,040	68,399
Maintainer II	Hourly	29.4891	30.5646	31.7502	32.8841	34.2588	35.7361
	Annual	61,337	63,574	66,040	68,399	71,258	74,331
Maintainer III	Hourly	31.7501	32.8830	34.2415	35.7362	37.1789	38.7600
	Annual	66,040	68,397	71,222	74,331	77,332	80,621
Mechanic I	Hourly	30.2803	31.5441	32.8830	34.2415	35.7362	
	Annual	62,983	65,612	68,397	71,222	74,331	
Mechanic II	Hourly	32.8841	34.1849	35.7362	37.2472	38.7600	
	Annual	68,399	71,105	74,331	77,474	80,621	
Mechanic III	Hourly	35.8690	37.2471	38.7600	40.5287	42.2993	
	Annual	74,608	77,474	80,621	84,300	87,982	

Crew Leader: \$1.50 per hour pay differential

Acting Public Works Foreman: \$2.00 per hour pay differential **

** Becomes effective if the Town appoints an Acting Public Works Foreman to cover a planned or unplanned extended absence of a Public Works Foreman for more than one (1) day.

PUBLIC WORKS SEASONAL/LIBRARY PAGE/STUDENT INTERNSHIP PAY PLANS

PUBLIC WORKS SEASONAL

July 1, 2023 - June 30, 2024

<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	<u>5th Year</u>
\$17.00/hour	\$17.50/hour	\$18.00/hour	\$18.50/hour	\$19.00/hour

Seasonal Laborer/Maintenance Assistant Over 18 years of Age ***

Public Works Skilled Buildings Maintainer: Grade 1/Step 1 Non-Union, Non-Exempt Pay Plan

Public Works Skilled Maintainer I: Union Wage

*** Experience in Dept. of Public Works related area will be evaluated and recommended for higher pay.

LIBRARY PAGE and SEASONAL

July 1, 2023 - June 30, 2024: Minimum Wage effective June 1, 2023- \$15.00

STUDENT INTERNSHIP

July 1, 2023 - June 30, 2024: Minimum Wage

Special Project Intern

RECREATION AND PARKS SEASONAL PAY PLAN

JUNE 1, 2023 – JUNE 30, 2024
HOURLY RATES OF PAY

YEARS/STEPS	1	2	3	4	5
AQUATICS					
Aquatics Director	27.25	27.50	27.75	28.00	28.25
Assistant Aquatics Director	23.50	23.75	24.00	24.25	24.50
Certified Lifeguard Trainer	25.00	25.25	25.50	25.75	26.00
Head Lifeguard	18.00	18.25	18.50	18.75	19.00
Lifeguard 01, 09	16.25	16.50	16.75	17.00	17.25
WSI Swim Instructor	18.50	18.75	19.00	19.25	19.50
WSI Swim Instructor Aid	15.50	15.75	16.00	16.25	16.50
Head Coach Swim Team	19.00	19.25	19.50	19.75	20.00
Assistant Coach Swim Team	17.00	17.25	17.50	17.75	18.00
Gate Attendant	15.50	15.75	16.00	16.25	16.50
RECREATIONAL PROGRAMS					
Camp Director 01, 09	22.00	22.25	22.50	22.75	23.00
Assistant Director 01, 09	18.75	19.00	19.25	19.50	19.75
Head Leader 01, 09	16.75	17.00	17.25	17.50	17.75
Recreation Leader 01, 09	15.75	16.00	16.25	16.50	16.75
Support Recreation Leader 01, 09	15.75	16.00	16.25	16.50	16.75
Special Needs Para 01, 09	21.50	22.00	22.50	23.00	23.50
Gym Supervisor, Facility Attendant, Program Supervisors, 01, 09	16.25	16.50	16.75	17.00	17.25
Office Assistant, Special Needs Aide	16.25	16.50	16.75	17.00	17.25
Program Instructor Level 1	25.00	25.50	26.00	26.50	27.00
Program Instructor Level 2	30.00	30.50	31.00	31.50	32.00
Program Instructor Level 3	36.00	36.50	37.00	37.50	38.00

Includes ECI effective 1/1/24