

**TOWN OF NEW LEBANON
RESOLUTION 37, 2022
COMPENSATION POLICY
DECEMBER 13, 2022**

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 13th day of December, 2022, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Gordon

COMPENSATION POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021; Revised 12-14-2021; Revised 12-13-2022]

Purpose; applicability.

To establish a comprehensive compensation plan for the employees of the Town of New Lebanon based on the duties and responsibilities of each position.

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$26,250	In-house reval: annual stipend \$1,600
Highway MEOs	2	TBD	All wages set via union contract
Code Enforcement Officer (CEO)	2	\$24.15-26.25/hr	\$26.25/hr when certified
Deputy CEO	2	\$18.90-21.00/hr	\$21/hr when certified
Bookkeeper to the Supervisor	2	\$21/hr	
Zoning Enforcement Officer (ZEO)	3	\$21/hr	
Deputy ZEO	3	\$17.85/hr	
Land Use Administrator	3	\$18.90/hr	
Deputy Town Clerk	3	\$16.80/hr	
Court Clerk	3	\$16.80/hr	
SYP Camp Director (seasonal)	3	\$10,500	Per season – 50 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$21/hr – could be 2 positions or 1 –if 2 positions s/b \$8,400 for on site, 50 hrs/wk for 8 week program & \$2,100 for 100 hours prep & follow up
Dog Control Officer (DCO)	3	\$3,675	
Park & Buildings Superintendent	4	\$16.80/hr	
Deputy Court Clerk	4	\$15.75/hr	
Assistant Camp Director (seasonal)	4	\$16.80/hr	
Building/Planning/Zoning Clerk	4	\$16.50/hr	

Position	Grade Level	Starting Rate	Notes
Assessor Clerk	5	\$15.23/hr	
Park & Buildings Maintenance Staff	5	\$14.50/hr	
SYP Staff**(seasonal)			
Counselors	5	\$11.55/hr	SYP Director sets rates up to \$15.75/hr cap .50¢ for each approved certification; .50¢ for each year worked @ program
Counselors-in-Training (CITs)	X	\$8.40/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	\$24,824	24 hrs/wk @ \$26.75/hr; there is an additional \$8,560 in the budget for budget officer to get to the 24 hrs/wk (can be held by Supervisor or separate individual appointed by Supervisor)
Town Board – As a whole	1	\$16,000	\$4,000 each
Highway Superintendent	1	\$72,153	
Town Clerk	2	\$38,948	35 hrs/wk @ \$21.40/hr
Judges	2	\$11,259 ea	Do not apply COLA to these positions until the starting salary is in line with other level 2 positions who work a similar amount of annual hours
Tax Collector	3	\$10,812	Do not apply COLA to these positions until the starting salary is in line with other level 3 positions who work a similar amount of annual hours
Town Board Individually	5	\$4,000 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.

- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

Performance Evaluation Process:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.
- Evaluations of all employees are to be performed by their direct supervisor (according to the “chart for performing employee evaluations” – see addendum C) two times a year by April 15th & October 15th.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.
- At a town board meeting after the October 15th evaluations & before the next year’s budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Compensation Policy is adopted by the Town.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Britt Buckenroth	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember John Trainor	Absent
Councilmember Marianna Anthonisen	Absent

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: December 13, 2022

Marcie Robertson
New Lebanon Town Clerk