

Change of Status for the purpose of Step Increase.

- 1) 1 month before your employee is due a step increase an evaluation must be completed on the form provided by the Wage & Personnel Board.
 - a. The Department Head should complete the form.
 - b. The employee should read it and write a comment on it.
 - c. The Department Head and the Employee should sit down together and discuss the evaluation.
 - d. Both the Employee and the Department Head should sign the Evaluation.
 - e. The Certificate of Completion should be filled out and signed by both the Department Head and the Employee.
 - f. The Certificate of Completion should be stapled to a completed Change of Status form and submitted to the Wage & Personnel Board.
 - g. Copies of the evaluation should be filed in the employee's personnel file (these files are kept in the Assistant Treasurer's Office) and the Department Head should keep the original.
- 2) At the next scheduled Wage and Personnel Board Meeting the Board will review the Change of Status and Certificate of Completion. If the employee has earned an annual performance evaluation overall rating of M (meets expectations), E (exceeds expectations) or CE (consistently exceeds expectations), the Wage & Personnel Board will sign and approve the step increase.
- 3) If the Wage and Personnel Board signs off on the Change of Status they will then make two copies of the Change of Status form and send one to the Treasurer and one to the Accountant.
- 4) Once the Change of Status form, signed by the Wage & Personnel Board, is received the Treasurer's Office will update the Payroll program with the employee's new rate of pay effective on the employee's anniversary date. The Accountant's Office will keep all change of status forms in the payroll folder to be sure that the payroll sheets are updated when submitted.
- 5) If for some reason this procedure is not completed before the employee's anniversary date then the step increase will be given retroactively from the anniversary date.

Change of Status for purpose of Hiring

When you have hired a new employee a Change of Status must be filled out. Be sure to indicate the effective date and hire date. These dates are usually the same and would reflect the first day on the job, unless you hire someone who already works for the Town, in that case the effective date should be the first day on the new job and the hire date should be the date they started working for the Town.

You must also include the Grade and Step the new employee will be starting at. All new employees will be hired at Step 1 of the appropriate grade with three exceptions:

- 1) If a Department Head would like to start a new employee at a higher step due to a special reason and/or exceptional circumstances, they need to request it in writing to the Wage & Personnel Board and provide supporting evidence, also in writing. The Board may approve the higher rate with a variance if the funding is available and it must be approved by the next Annual Town Meeting.
- 2) If the employee is already working for the Town and is promoted to a higher graded position, the employee shall enter at the first step, unless the employee's current rate of pay is higher than the rate of pay for the first step. If this is the case, then the employee will be moved to the lowest step with a pay rate at least 2% greater than the employee's current rate of pay.
- 3) If the employee is hired for a position which is a lower grade than they currently have they would start at the grade and step the position was posted. The department head may request from the Wage & Personnel Board, the pay rate of such employee be adjusted to the appropriate step for the new position within 90 days of hiring.

Three copies of the Change of Status should be made, the original going to the Wage & Personnel Board, one copy to the Treasurer's Office, one copy to the Accountant's Office, and one copy kept on file with the Department.

When a new employee starts it is very important that the employee is sent to the Treasurer's office immediately to fill out all appropriate paper work.

Change of Status for purpose of Resignation/Termination

A Change of Status form must be completed when an employee resigns or is let go. Three copies of the Change of Status should be made, the original going to the Wage & Personnel Board, one copy to the Treasurer's Office, one copy to the Accountant's Office, and one copy kept on file with the Department. It is important that this is done as soon as the Department Head is aware of the situation. The Treasurer's office must be notified so that they can arrange to stop insurance deductions, etc. The Accountant's Office must be notified so they can determine if there is any vacation time which must be compensated.

If the employee resigns the employee's last pay check will be processed in the next regularly scheduled payroll and will include any unused and earned vacation pay. If the employee is let go the last pay check must accompany the letter informing the employee that he/she is being let go. This last pay check must include all time owed to that employee as well as vacation pay for unused and earned time. Any other compensation due to that employee must also accompany the letter.

Change of Status due to Change in Hours

If a Department Head chooses to change the number of hours an employee works a Change of Status form must be completed. This change will affect the amount of leave time the employee earns, if any. It can also affect whether an employee is eligible for the insurance benefits offered through the Town. As you are aware, employees who work less than 20 hours/week are not eligible for leave time or insurance benefit through the Town. The leave time that an employee working 20 hours or more per week, earns is prorated by the number of hours an employee works per week.

The Change of Status should be done as soon as the Department Head is aware of the change. Three copies of the Change of Status should be made, the original going to the Wage & Personnel Board, one copy to the Treasurer's Office, one copy to the Accountant's Office, and one copy kept on file with the Department.