



## RESOLUTION 2020-005

### RESOLUTION APPROVING EMPLOYEE SALARY ADJUSTMENTS FOR FULL-TIME EMPLOYEES OF THE TOWN OF TOWNSEND

WHEREAS, an assessment of salaries for similar positions in similar size municipalities identified significant disparity in Town of Townsend salaries and the average compensation; and

WHEREAS, several Staff often use their personal vehicle to conduct Town business, at their own expense; and

WHEREAS, Town Council wishes to retain dependable and experienced employees; and

WHEREAS, Town Council is appreciative of the dedication and hard work of all its Employees; and

WHEREAS, Town Council determined that a salary adjustment to personnel is appropriate; and

WHEREAS, Town Council wishes to provide an annual increase to its employees, at the discretion of the Town Manager and with the endorsement of the Human Resources Committee Chair, as outlined in Section 14 of the Town of Townsend Employee Handbook; and

WHEREAS, the Town has sufficient funds to grant an increase in wages to be paid to Full-Time Employees who have successfully completed their annual performance review.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Townsend Delaware, does hereby agree to provide an annual increase in wages to all full-time employees at the discretion of the Town Manager and with the endorsement of the Human Resources Committee Chair. The following combined annual adjustment to base salary is approved: Town Manager 6.5%, Full-time Maintenance Worker 6%, Financial Officer 5%, Administrative Assistant 5%. If for any reason, this evaluation is delayed, and the employee is granted an increase, the increase will be retroactive to the employee's anniversary date.

In addition, Town Council authorizes the Town Manager to provide a monthly stipend to select staff who often use their personal vehicle to conduct Town business. Stipend is to be paid monthly to the Financial Officer and Administrative Assistant at a rate not to exceed \$25.00 per month and to the Town Manager at a rate of \$50.00 per month. No other reimbursement for mileage is to be provided, except in unusual circumstances, as approved by the Town Manager.

**Passed and Approved This 6<sup>th</sup> Day of May 2020.**

SYNOPSIS: Annual Salary Adjustment and Authorization for monthly Vehicle Stipend

TOWN OF TOWNSEND

 May 6, 2020  
Thomas McDonald, Mayor

ATTEST:

  
Anthony S. Mangeri, Town Manager

Vote of Council	Yea	Na	Abs
Mayor McDonald	✓		
CW E. Dugan	✓		
CM P. Miller	✓		
CM S. Lobdell	✓		
CM A. Franco		✓	