

**TOWN OF NEW LEBANON
RESOLUTION #26, 2018
COMPENSATION PLAN – PART 1
NOVEMBER 13, 2018**

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 November 2018, the following Resolution was proposed and seconded:

Resolution by Supervisor Teal
Seconded by Councilmember Rasmussen

COMPENSATION PLAN [Adopted 11-13-2018.]

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	\$25,000	In-house reval: annual stipend \$1,600
Highway MEOs	2	\$18-25/hr	
Code Enforcement Officer (CEO)	2	\$25/hr	\$25/hr if already certified
Deputy CEO	2	\$18-20/hr	\$20/hr when certified
Zoning Enforcement Officer (ZEO)	3		Currently CEO has duties
Deputy ZEO	3		Currently Deputy CEO has duties
Land Use Administrator	3		Currently CEO has duties
Deputy Town Clerk	3	\$14/hr	
Court Clerk	3	\$14.50/hr	
SYP Camp Director (seasonal)	3	\$8,500	Per season – 8 wk program: includes program & prep (permit, program plan, training, etc.)
Animal Control Officer (ACO)	3	\$25/hr	
Constable	3	\$18-20/hr	\$20/hr if registered peace officer
Park Maintenance Superintendent (seasonal)	4	\$13.50/hr	
Building Maintenance	4	\$13.50/hr	
Deputy Court Clerk	4	\$13.50/hr	
Assistant Camp Director (seasonal)	4	\$15/hr	
Aquatics Director (Camp-seasonal)	4	\$20/hr	
Planning/Zoning/Building Clerk	5	\$13/hr	
Assessor's Clerk	5	\$13/hr	
Park Maintenance Staff (seasonal)	5	\$12/hr	

Position	Grade Level	Starting Rate	Notes
SYP Staff**(seasonal)			
Counselors	5	\$10-14/hr	.15¢ for each approved certification; .15¢ for each year worked @ program
Lifeguard	5	\$20/hr	
Water Safety Aide	5	\$10-14/hr	
Counselors-in-Training (CITs)	X	\$7/hr	

2. Elected Officials: Grades levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	TBD	20 hrs/wk @ \$25/hr; includes bookkeeper & HR duties (also receives \$14k & Health Ins. from County)
Town Board – As a whole	1	\$16,000	\$4,000 each
Highway Superintendent	1	\$50,000	
Town Clerk	2	\$35,000	
Judges	2	TBD	Evaluate changes in court as State Police Barracks moves to Chatham
Tax Collector	3	TBD	
Town Board Individually	5	\$4,000 ea	

Adjustments to rates:

1. Starting rates will be evaluated at least every three (3) years and adjusted as needed;
2. Adjustments to only one position will be made only when appropriate based on changes in duties for the position;
3. All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan;
4. 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).

Additional Components of Plan to be developed:

1. Range of compensation for all positions;

2. Merit based evaluation form(s); results needed to attain a merit increase; amount of merit increase;
3. Detailed job descriptions for all appointed positions;
4. Process for addressing elected positions;
5. Consideration of health insurance for retirees after a specified period of continued service.

Additional Resolutions and Laws related to Personnel Policies

Approved Travel Policy
Code of Ethics
Data Breach Notification Policy
Defense & Indemnification
Key Policy
Personnel Policies
Sexual Harassment Policy
Workplace Violence Prevention Policy

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Compensation Plan 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 Norman Rasmussen	Aye
Councilmember Kevin Smith Sr.	Aye
Supervisor Colleen Teal	Aye
Councilmember Jesse Newton	Aye
Councilmember Mark Baumli	Aye

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: November 13, 2018

Tistrya Houghtling
New Lebanon Town Clerk