

TO: PAYROLL DEPARTME PLEASE ENTER THE FOLLOWIN		EFFECTIVE DATE	
TO YOUR RECORDS TAKING EF	FECT ON:		
EMPLOYEE NAME P. CHA	RI ENE ABATE	-BOWLES	
Chapt Older Michael	DATE HR CHANGED		
1199	DATE III CHAILOED	Will reflect on 9/0/21	
THE CHANGE OF			
THE CHANGE(S): ✓ All Applicable Boxes	FROM	то	
□ DEPARTMENT NUMBER	PROM	10	
☐ JOB TITLE			
GRADE			
■ ANNUAL RATE	\$29,316,14	\$31,316.00	
☐ HOURLY RATE			
CLASS (Exempt, Non-Exempt)			
☐ STATUS (FT, PT) ☐ SHIFT TIME			
C SHILL LIMIT			
THE REASON FOR THE CH	ANGE(S):		
□ HIRED		ARY PERIOD COMPLETED	
☐ RE-HIRED		SERVICE INCREASE	
☐ PROMOTION			
☐ PROMOTION ☐ RE-EVALUATION OF EXISTING JOB ☐ DEMOTION ☐ RESIGNATION			
☐ TRANSFER FROM			
☐ MERIT INCREASE		IGNMENT ADJUSTMENT	
☐ TEMP. SERVICE COMPL			
☐ LEAVE OF ABSENCE FR		UNTIL	
	(DATE)	(DATE)	
OTHER (Explain)			
. 17928			
AUTHORIZATION:	20 APR 8 8 7 A 7		
RECOMMENDED BY DEPARTM	ENT HEAD	DATE	
11/m AR JA		7-28-21	
APPROVED BY HUMAN RESOU	RCES MANAGER	DATE	
Cf. 4 (1/28/2021	
mu d. ()	hellos	1/20/2021	
APPROVED BY TOWN MANAGE	R	DATE	
B_F_		7/28/2021 DATE 7/28/2021	
EMPLOYEE ACKNOWLEDG	GEMENT		
I have received a copy of the T	own of Wytheville Pay Ch	ange Form and understand that	
my hourly yearly salary is as in			
1 00			
	lo It Briles	Date 7-29-21	



TOWN COUNCIL

MAYOR BETH A. TAYLOR

VICE-MAYOR CATHY D. PATTISON

COUNCIL MEMBERS HOLLY E. ATKINS GARY L. GILLMAN CANDICE N. JOHNSON

TOWN ATTORNEY MICHELLE WORKMAN CLAYTON (276) 223-3393



Wytheville...there's only one!

P.O. BOX 533 150 EAST MONROE STREET WYTHEVILLE, VIRGINIA 24382-0533 TELEPHONE (276) 223-3333 WWW.WYTHEVILLE.ORG TOWN MANAGER T. BRIAN FREEMAN (276) 223-3450

ASSISTANT TOWN MANAGER ELAINE R. HOLETON, AICP (276) 223-3352

TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

MEMORANDUM

TO:

TOWN EMPLOYEES

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Abate-bowles, Peggy

Position:

Front Desk Assistant/Receptionist

Current Salary:

\$ 32,255

New Salary:

\$ 41,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Akers jr, Kenneth

Position: Police Lieutenant Patrol

Current Salary: \$61,163

New Salary: \$74,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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Name: Akers, Matthew

Position: Shift Captain

Current Salary: \$53,560

New Salary: \$63,310

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMEN	IT.		
PLEASE ENTER THE FOLLOWING CHANGE(S) EFFEC		EFFECTIVE DATE 10/25/2022	
TO YOUR RECORDS TAKING EFF	TO YOUR RECORDS TAKING EFFECT ON:		
EMPLOYEE NAME John Alli	con		
JOHN AIII			
EMPLOYEE NUMBER	DATE HR CHANGED		
THE CHANGE(S):			
✓ All Applicable Boxes	FROM	ТО	
■ DEPARTMENT NUMBER		43700	
■ JOB TITLE		Building Maint. Custodian III	
■ GRADE		05	
ANNUAL RATE		\$27,315.60	
HOURLY RATE		\$13.13	
CLASS (Exempt, Non-Exempt)			
☐ STATUS (FT, PT)			
☐ SHIFT TIME			
THE REASON FOR THE CHA	NGE(S):		
■ HIRED	☐ PROBATION	ARY PERIOD COMPLETED	
□ RE-HIRED		SERVICE INCREASE	
□ PROMOTION		TION OF EXISTING JOB	
	□ RESIGNATIO		
DEMOTION			
☐ TRANSFER FROM	□ RETIREMEN		
☐ MERIT INCREASE		IGNMENT ADJUSTMENT	
☐ TEMP. SERVICE COMPLE	TED DISCHARGE		
☐ LEAVE OF ABSENCE FRO	OM	UNTIL	
	(DATE)	(DATE)	
OTHER (Explain)			
ALTHONIZATION			
AUTHORIZATION:	Service of the servic	DATE	
RECOMMENDED BY DEPARTME	NTHEAD	DATE	
1/4/15		10-21-22	
ADDDOVER DV HIMAN DESCHID	CIS MANAGED	DATE	
APPROVED BY HUMAN RESOUR	CESMANAGER	DATE	
Mai Z St	ollow	10-25-22	
APPROVED BY TOWN MANAGEI	Digitally sig	ned by Brian DATE	
AFFROVED BY TOWN WANAGE	Ditali Freeman		
	Freeman Date: 2022.		
EMPLOYEE ACKNOWLEDG	FMENT		
LIVIL EO I DE ACIATO VI DEDO	EMOTORAL V. II		
I have received a copy of the To	own of Wytheville Pay Ch	ange Form and understand that	
		MIDA I ALITI MITA MITANTONING HIME	
my hourly/yearly salary is as in	uicateu aduve.		
Signature & Lower			
Signature Low L		Date 10-26-22	



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Name:

Amburgey, Samantha

Position:

Firefighter/EMT/Paramedic

Current Salary:

\$43,260

New Salary:

\$51,900

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

4

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTME		
PLEASE ENTER THE FOLLOWING TO YOUR RECORDS TAKING EF	G CHANGE(S) 1/25/23	EFFECTIVE DATE 1/25/23
TO YOUR RECORDS TAKING EFI	FECT ON: 1720/20	
EMPLOYEE NAME SAMAN	THA AMBURGE	Υ
EMPLOYEE NUMBER	DATE HR CHANGED	
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	ТО
☐ DEPARTMENT NUMBER		
□ JOB TITLE		
☐ GRADE ☐ ANNUAL RATE	\$43,260	\$44.260
□ HOURLY RATE	\$43,260	\$44,200
□ CLASS (Exempt, Non-Exempt)		
□ STATUS (FT, PT)		
☐ SHIFT TIME		
THE REASON FOR THE CHA		
□ HIRED	☐ PROBATIONA	ARY PERIOD COMPLETED
□ RE-HIRED	☐ LENGTH OF S	SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUAT	TION OF EXISTING JOB
□ DEMOTION □ RESIGNATION		
☐ TRANSFER FROM ☐ RETIREMENT		
☐ MERIT INCREASE	□ SALARY ALI	GNMENT ADJUSTMENT
☐ TEMP. SERVICE COMPLE		
☐ TEMP. SERVICE COMPLE	OM	UNTIL
OTHER (Explain) CLEARED	ENGINE DRIVER INTERNSHIP	
ALITHODIZATION		
AUTHORIZATION:	NIT VIDAD	DATE
RECOMMENDED BY DEPARTME	ENT HEAD A.	1/25/23
BRADE	9	1/23/23
APPROVED BY HUMAN RESOURCES MANAGER DATE		DATE
800	\	Olilance
APPROVED BYTOWN MANAGE	that I	DATE
APPROVED BY TOWN MANAGE	K	2/1/2023
B-+/		21112025
EMPLOYEE ACKNOWLEDG	GEMENT	
I have received a copy of the T	*	inge Form and understand that
my hourly/yearly salary is as in	dicated above.	
Cast A	M	4 - 27
Signature ZWW XV	wy	Date 2-23

TOW_OF WYTHEVILLE PAY CHANGE F__M

TO: PAYROLL DEPARTME	NT	EFFECTIVE DATE
	PLEASE ENTER THE FOLLOWING CHANGE(S)	
TO YOUR RECORDS TAKING EFF	TO YOUR RECORDS TAKING EFFECT ON:	
EMPLOYEE NAME Lonnie	Anders	
Lonne		
EMPLOYEE NUMBER 803	DATE HR CHANGED	
803		
-		
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT NUMBER		
■ JOB TITLE	Detective	Detective - First Sergeant
□ GRADE		
■ ANNUAL RATE	\$63,000	\$67,500
☐ HOURLY RATE		
☐ CLASS (Exempt, Non-Exempt)		
☐ STATUS (FT, PT)		
☐ SHIFT TIME		
THE REASON FOR THE CH.	ANGE(S):	
□ HIRED	☐ PROBATION	ARY PERIOD COMPLETED
□ RE-HIRED		SERVICE INCREASE
		TION OF EXISTING JOB
☐ PROMOTION		1
□ DEMOTION □ RESIGNATION		
☐ TRANSFER FROM ☐ RETIREMENT		
☐ MERIT INCREASE	SALARY AL	IGNMENT ADJUSTMENT
☐ TEMP. SERVICE COMPLE	ETED 🗆 DISCHARGE	
☐ LEAVE OF ABSENCE FR	OM	UNTIL
	(DATE)	(DATE)
OTHER (Explain)		
AUTHORIZATION:		D 4.775
RECOMMENDED BY DEPARTM	ENT HEAD	DATE /
for 2. + ash		4/19/2023
		DATE / /
APPROVED BY HUMAN RESOU	RCES MANAGER	F/1/22
Smell Hyung		3/1/20
A PROCUME BY TOWN MANAGER		DATE
APPROVED BY TOWN MANAGER		DATE 4/27/2023
R I		4/27/2023
TO ANY OWNER A CANONIA ED	CENTENIT	
EMPLOYEE ACKNOWLED	GEMENI	
		E
I have received a copy of the T	own of Wytheville Pay Ch	nange Form and understand that
my hourly/yearly salary is as in	ndicated above.	
Signature		Date
0		_



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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

MEMORANDUM

TO:

TOWN EMPLOYEES

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Anders jr, Lonnie

Position:

Police Detective

Current Salary:

\$58,403

New Salary:

\$63,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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Name: Anderson, Billy

Position: Land Surveyor/Assistant Town Eng

Current Salary: \$70,105

New Salary: \$72,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



TO: PAYROLL DEPARTME		
PLEASE ENTER THE FOLLOWING		EFFECTIVE DATE 8/28/2023
TO YOUR RECORDS TAKING EF		0,20,202
EMPLOYEE NAME Mathew	Anderson	
EMPLOYEE NUMBER	DATE HR CHANGED	Start Date: 9/5/23
1737	4-14-23	915/23
		·
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	ТО
DEPARTMENT NUMBER		41200
JOB TITLE		Laborer I
GRADE		05
■ ANNUAL RATE ■ HOURLY RATE		\$31,200
CLASS (Exempt, Non-Exempt)	****	\$15.00 Nonexempt
STATUS (FT, PT)		Nonexam
☐ SHIFT TIME	· · · · · · · · · · · · · · · · · · ·	
— VALAL L LANGE		
THE REASON FOR THE CHA	ANGE(S):	
HIRED		ARY PERIOD COMPLETED
□ RE-HIRED		SERVICE INCREASE
□ RE-MRED □ PROMOTION		TION OF EXISTING JOB
	= -	
☐ DEMOTION	□ RESIGNATIO	
TRANSFER FROM	□ RETIREMEN	
☐ MERIT INCREASE		IGNMENT ADJUSTMENT
🗆 TEMP. SERVICE COMPLI		
\square LEAVE OF ABSENCE FR		UNTIL
	(DATE)	(DATE)
□ OTHER (Explain)		
AUTHORIZATION:		
RECOMMENDED BY DEPARTME		DATE
Carl Her	h	8-15-23
APPROVED BY HUMAN RESOUR	CES MINESTER	DATE
Janto Wester bad	CCD MENAGER W	2/10/22
James Agloves		8/13/63
APPROVED BY TOWN MANAGE	R	8/15/23 DATE 8/16/2023
PI		0/11/2/22
Dr. I	<u> </u>	8/16/2023
EMPLOYEE ACKNOWLEDO	GEMENT	
Z LO I DE MONTO WEED) E1712171	
I have received a copy of the T	own of Wytheville Pay Ch	ange Form and understand that
my hourly/yearly salary is as in		
,,,,,		
ignature Motibes on the		Date 08/24/2023

8/16/23 3:15pr to w/Matthew Anderson who accepted the consistent offer JLA



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Name:

Aughenbaugh, Jonette

Position:

Director of Human Resources

Current Salary:

\$ 99,000

New Salary:

\$ 99,000

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TO: PAYROLL DEPARTMENT PLEASE ENTER THE FOLLOWING CHANGE(S) EFFECTIVE DATE TO YOUR RECORDS TAKING EFFECT ON: 3-20-2023 **EMPLOYEE NAME** Jonette L. Aughenbaugh EMPLOYEE NUMBER DATE HR CHANGED 1710 THE CHANGE(S): √ All Applicable Boxes FROM TO ☐ DEPARTMENT NUMBER 1271 Director of Human Resources ☐ JOB TITLE ☐ GRADE 14 ☐ ANNUAL RATE \$99,000 ☐ HOURLY RATE ☐ CLASS (Exempt, Non-Exempt) Exempt ☐ STATUS (FT, PT) ☐ SHIFT TIME THE REASON FOR THE CHANGE(S): HIRED ☐ PROBATIONARY PERIOD COMPLETED ☐ RE-HIRED ☐ LENGTH OF SERVICE INCREASE ☐ PROMOTION ☐ RE-EVALUATION OF EXISTING JOB ☐ DEMOTION ☐ RESIGNATION ☐ TRANSFER FROM ☐ RETIREMENT ☐ MERIT INCREASE ☐ SALARY ALIGNMENT ADJUSTMENT ☐ TEMP. SERVICE COMPLETED ☐ DISCHARGE ☐ LEAVE OF ABSENCE FROM UNTIL _ (DATE) OTHER (Explain) Advanced Accrual of Vacation Leave, reflected as twelve (12) work hours accrued for each completed calendar month of service. Seven (7) days of annual leave & Seven (7) days of sick leave available on day one of employment. **AUTHORIZATION:** RECOMMENDED BY DEPARTMENT HEAD DATE APPROVED BY HUMAN RESOURCES MANAGER Que. DATE APPROVED BY TOWN MANAGER EMPLOYEE ACKNOWLEDGEMENT I have received a copy of the Town of Wytheville Pay Change Form and understand that my hourly/yearly salary is as indicated above. Date 3/1/2023 Signature



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Name:

Ausmus, David

Position:

Firefighter/EMT/Paramedic

Current Salary:

\$39,351

New Salary:

\$43,800

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ASSISTANT TOWN MANAGER ELAINE R. HOLETON, AICP (276) 223-3352

TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

MEMORANDUM

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name: Austin, Andrew

Position: Chief Operator I/Water Treatment

Current Salary: \$54,000

New Salary: \$58,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMEN	NT	(St
PLEASE ENTER THE FOLLOWING CHANGE(S)		EFFECTIVE DATE
TO YOUR RECORDS TAKING EFF	ECT ON:	C. MERO
EMPLOYEE NAME		SIN
James	Andrew Austin	1
EMPLOYEE NUMBER	DATE HR CHANGED	
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☐ DEPARTMENT NUMBER	FROM	ТО
☐ JOB TITLE		
☐ GRADE		
☐ ANNUAL RATE	000 520 00	
□ HOURLY RATE	\$52,530.00	\$54,000.00
CLASS (Exempt, Non-Exempt)		
STATUS (FT, PT)		
□ SHIFT TIME		
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APPROVED BY RUMAN RESOURCE	TES MANAGED	DATE
THE THE PROMITING RESOURCE	MANAGER	DATE
Shui I		10/21/2022
APPROVED BY TOWN MANAGER		10/31/2022 DATE 10/31/2022
ATTROVED BY TOWN MANAGER		DATE
DUTT		10/3/12022
EMPLOYEE ACKNOWLEDGI	EMENT	
have received a copy of the Tov	yn of Wytheville Day Ch	ango Form and undonstand the
ay hourly/yearly solon; in the 10	instal share	ange ronn and understand that
ny hourly/yearly salary is as ind	icated above.	
ignature		Date 11-01-22



TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTM	ENT		
PLEASE ENTER THE FOLLOWING CHANGE(S)		EFFECTIVE DATE 10/3/22	
TO YOUR RECORDS TAKING E		10/3/22	
EMPLOYEE NAME MORG	AN AYERS		
EMPLOYEE NUMBER 147	3 5 5 6	Will reflect on 10/14/22 C	K
THE CHANGE(S):			
✓ All Applicable Boxes	FROM	ТО	
☐ DEPARTMENT NUMBER			
☐ JOB TITLE ☐ GRADE	FF/MEDIC	CAPTAIN	
■ ANNUAL RATE	\$45,320	\$53,560	
□ HOURLY RATE	\$45,020	Ψ33,300	
☐ CLASS (Exempt, Non-Exempt)			
☐ STATUS (FT, PT)			
☐ SHIFT TIME			
THE REASON FOR THE CH	HANGE(S):		
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☐ RE-HIRED	☐ LENGTH OF	SERVICE INCREASE	
■ PROMOTION	□ RE-EVALUA	ATION OF EXISTING JOB	
☐ DEMOTION	☐ RESIGNATION	ON	
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AUTHORIZATION:			
RECOMMENDED BY DEPARTM	MENT HEAD	DATE	
BRADE 4 10/3/22			
APPROVED BY HUMAN RESOURCES MANAGER DATE			
7	711-		
phi de	Lutton	10/3/22	
APPROVED BY TOWN MANAGER DATE 10/4/2022			
B_F 1014/2022			
EMPLOYEE ACKNOWLED	GEMENT		
EMI LOTEL ACKNOWLED	GEMENT		
I have received a conv of the	Town of Wytheville Pay Ch	lange Form and understand that	
my hourly/yearly salary is as		iango i orin ana anaoistana mat	
A P	indicated accept.		
Signature M Wyw		Date 10-6-22	



TOWN COUNCIL

MAYOR BETH A. TAYLOR

VICE-MAYOR CATHY D. PATTISON

COUNCIL MEMBERS HOLLY E. ATKINS GARY L. GILLMAN CANDICE N. JOHNSON

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Name: Ayers, Morgan

Position: Shift Captain

Current Salary: \$53,560

New Salary: \$60,310

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Babbitt, Mary

Position: Tourism Development Coordinator

Current Salary: \$ 42,550

New Salary: \$ 47,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Bard, Bryan

Position: Staff Lieutenant

Current Salary: \$61,163

New Salary: \$74,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Bateman, Allen

Position: Water Treatment Operator I

Current Salary: \$49,440

New Salary: \$55,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



TO: PAYROLL DEPARTME	NT	
PLEASE ENTER THE FOLLOWIN TO YOUR RECORDS TAKING EF	G CHANGE(S) Q (22/22	EFFECTIVE DATE 8/22/22
TO YOUR RECORDS TAKING EF	FECT ON: O/ZZ/ZZ	8/22/22
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Lauren	L. Deuwell	
EMPLOYEE NUMBER 1625	DATE HR CHANGED	
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☐ DEPARTMENT NUMBER		
□ JOB TITLE		
□ GRADE		
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□ HOURLY RATE		
CLASS (Exempt, Non-Exempt)	<u> </u>	
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☐ MERIT INCREASE		NMENT ADJUSTMENT
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	(DATE)	(DATE)
OTHER (Explain)		
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RECOMMENDED BY DEPARTME	INTERIOR D	DATE
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1 () Thui I.	State	8/20/02
APPROVED BY TOWN MANAGE	R	DATE
		8/20/2022 DATE 8/19/2022
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EMPLOYEE ACKNOWLEDG	GEMENT	
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I have received a constrof the T	own of Wathavilla Day Char	go Form and understand that
I have received a copy of the To	•	ige norm and understand that
my hourly/yearly salary is as in	idicated above.	
1. 20)	
Signature Anguar 7	30000V	Date % 12412022



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Name: Bedwell, Lauren

Position: Deputy Clerk/Town Manager's Office

Current Salary: \$ 38,633

New Salary: \$ 39,405

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Boyd, Jessie

Position: Aquatics Coordinator/Head Swim Coa

Current Salary: \$40,655

New Salary: \$ 46,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTME		EFFECTIVE DATE 9-6-22
	PLEASE ENTER THE FOLLOWING CHANGE(S)	
TO YOUR RECORDS TAKING EFFECT ON:		
EMPLOYEE NAME Jessie "J	T" Boyd	
EMPLOYEE NUMBER	DATE HR CHANGED	11.11 41 4 9/2 1
EMPLOYEE NUMBER 1611		Will reflect on 9/30/22 che
		Chi
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	TO
DEPARTMENT NUMBER		
O JOB TITLE		
GRADE	39,855	40,65\$
ANNUAL RATE Display RATE	26.5.55	40,033
CLASS (Exempt. Non-Exempt)		
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D SHIFT TIME		
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	OM(DATE)	(DATE)
OTHER (Explain)		
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Shew I S	Alta	
APPROVED BY TOWN MANAGE	R	DATE / /
2	-	DATE 9 1, 3/2022
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EMPLOYEE ACKNOWLEDG	DEMENT	
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my hourly/yearly salary is as in	digated above.	0-14-122
	/ 1	02/1/2/50 1

Signature_

Date 4/19



TOWN COUNCIL

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Name: Cartwright, Tamie

Position: Wastewater Lab Technician/Class 3

Current Salary: \$44,555

New Salary: \$47,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTMI	ENT		
PLEASE ENTER THE FOLLOWI	NG CHANGE(S)	EFFECTIVE DATE 3/16/22	
TO YOUR RECORDS TAKING E			
EMPLOYEE NAME CHANC	E COCKEDHAM		
CHAIN	E COCKEKHAIVI		
EMPLOYEE NUMBER 1629	DATE HR CHANGED	4/12/22	
1621		4/5/2022	
		*E /	
THE CHANGE(S):			
✓ All Applicable Boxes	FROM	ТО	
■ DEPARTMENT NUMBER		33400	
■ JOB TITLE		FIREFIGHTER/EMT-BASIC	
□ GRADE			
■ ANNUAL RATE		\$35,205	
☐ HOURLY RATE			
CLASS (Exempt, Non-Exempt)			
■ STATUS (FT, PT)	PART-TIME	FULL-TIME	
☐ SHIFT TIME			
THE REASON FOR THE CH	IANGE(S):		
■ HIRED	☐ PROBATIONA	ARY PERIOD COMPLETED	
☐ RE-HIRED	☐ LENGTH OF S	SERVICE INCREASE	
☐ PROMOTION	□ RE-EVALUAT	TION OF EXISTING JOB	
DEMOTION	☐ RESIGNATIO		
☐ TRANSFER FROM ☐ RETIREMENT			
☐ MERIT INCREASE ☐ SALARY ALIGNMENT ADJUSTMENT			
☐ TEMP. SERVICE COMPI			
☐ LEAVE OF ABSENCE FE	ROM	_ UNTIL	
	(DATE)	(DATE)	
☐ OTHER (Explain)			
AUTHORIZATION:			
RECOMMENDED BY DEPARTM	ENT HEAD 4.	DATE	
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APPROVED BY HUMAN RESOURCES MANAGER DATE			
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Min Z	millon	3/23/2020	
APPROVED BY TOWN MANAG	ER /	3/23/2022 DATE 3/24/2022	
8 Fa		3/24/2022	
721			
EMPLOYEE ACKNOWLED	GEMENT		
	·		
I have received a copy of the Town of Wytheville Pay Change Form and understand that			
my hourly/yearly salary is as			
	711		
Signature Claur C	oefect-	Date 4-14-22	
Digitation			



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Name: Cockerham, Malachi

Position: Firefighter/EMT/Paramedic

Current Salary: \$36,261

New Salary: \$39,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name: Coe, Avery

Position: Water Treatment Operator/Trainee

Current Salary: \$32,136

New Salary: \$33,950

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 1/9/2022	
EMPLOYEE NAME			
Avery Coe			
EMPLOYEE NUMBER	DATE HR CHANGED		
THE CHANGE(S):			
✓ All Applicable Boxes	FROM	TO	
☐ DEPARTMENT NUMBER		45100	
☐ JOB TITLE		Water Treatment	
		Operator/Trainee	
GRADE		7	
☐ ANNUAL RATE		\$32.136	
HOURLY RATE			
☐ CLASS (Exempt, Non-Exempt) ☐ STATUS (FT, PT)			
□ SHIFT TIME			
THE REASON FOR THE CH.		A DAY DEDIVED COMPA EXTER	
HIRED		ARY PERIOD COMPLETED	
□ RE-HIRED		SERVICE INCREASE	
☐ PROMOTION		TION OF EXISTING JOB	
☐ DEMOTION	☐ RESIGNATIO		
☐ TRANSFER FROM:	☐ RETIREMEN		
☐ MERIT INCREASE		IGNMENT ADJUSTMENT	
☐ TEMP. SERVICE COMPL			
☐ LEAVE OF ABSENCE FR	OM	UNTIL	
		(DATE)	
☐ OTHER (Explain)			
AUTHORIZATION:	TAPE FIEL A. E.	I DATE	
RECOMMENDED BY DEPARTME	ENT HEAD	DATE	
D. Dan Blesh		12/20/2022	
APPROVED BY HUMAN RESOUR	RCES MANAGER	DATE	
80			
- Theory	ncun	15/51/2097	
APPROVED BY TOWN MANAGE	R	DATE '	
BIFF		DATE 12/21/2022	
EMPLOYEE ACKNOWLEDG	GEMENT		
I have received a copy of the T	own of Wytheville Pay Cha	ange Form and understand that	
my hourly/yearly salary is as in		OS - STILL WITH MINDS OFFICE MINE	
Signature Avy Ge		Date 114/23	



TOWN COUNCIL

MAYOR BETH A. TAYLOR

VICE-MAYOR CATHY D. PATTISON

COUNCIL MEMBERS HOLLY E. ATKINS GARY L. GILLMAN CANDICE N. JOHNSON

TOWN ATTORNEY MICHELLE WORKMAN CLAYTON (276) 223-3393



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P.O. BOX 533 150 EAST MONROE STREET WYTHEVILLE, VIRGINIA 24382-0533 TELEPHONE (276) 223-3333 WWW.WYTHEVILLE.ORG TOWN MANAGER T, BRIAN FREEMAN (276) 223-3450

ASSISTANT TOWN MANAGER ELAINE R. HOLETON, AICP (276) 223-3352

TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

MEMORANDUM

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name: Collins jr, Michael

Position: Firefighter/EMT/Paramedic

Current Salary: \$39,351

New Salary: \$41,800

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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Name: Cornett, Paul

Position: Firefighter/Engineer

Current Salary: \$49,046

New Salary: \$50,027

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

MEMORANDUM

TO:

TOWN EMPLOYEES

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Corvin, Sharon

Position:

Town Clerk

Current Salary:

\$ 80,192

New Salary:

\$81,796

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTME	NT	
PLEASE ENTER THE FOLLOWING	G CHANGE(S)	EFFECTIVE DATE
TO YOUR RECORDS TAKING FF	FECT ON:	EFFECTIVE DATE 11/30/2022
EMPLOYEE NAME Rebecc	a Marilina Oarrata	<u> </u>
Rebecc	a Mullins Counts	
EMPLOYEE NUMBER	DATE HR CHANGED	
	12/5/22	
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	ТО
■ DEPARTMENT NUMBER		44200
□ JOB TITLE		
□ GRADE		
ANNUAL RATE		
HOURLY RATE		\$15.00
CLASS (Exempt, Non-Exempt)		
STATUS (FT, PT)	FT	PT
□ SHIFT TIME		
THE REASON FOR THE CHA	ANGE(S):	
□HIRED		RY PERIOD COMPLETED
□ RE-HIRED		
☐ PROMOTION		ERVICE INCREASE
		ION OF EXISTING JOB
DEMOTION	☐ RESIGNATION	1
TRANSFER FROM	□ RETIREMENT	
☐ MERIT INCREASE	□ SALARY ALIC	NMENT ADJUSTMENT
☐ TEMP. SERVICE COMPLI	ETED 🗆 DISCHARGE	
☐ LEAVE OF ABSENCE FRO	OM MC	UNTIL
	(DATE)	(DATE)
OTHER (Explain)Resigned fr	om full-time, use as part-time fill-in	(=:::=)
A TITTLY TO THE TOTAL		
AUTHORIZATION:		
RECOMMENDED BY DEPARTME	ENT HEAD	DATE
(LOng 7900)	-udo	11/30/2022
W (W)(C) / U~~ /)	<i>y</i> •	
PPROVED BY HUMAN RESOUR	CES MANAGER 172012321	tative DATE
Misti Gacks	\sim	12-5-22
PPROVED BY TOWN MANAGE	n	
THE PERIOD OF THE PRINTED PRIN	Dilati Freeman	. 22
	Freeman Date: 2022.12	
MDI OVEE AOVNOUR EDA	The street of	
EMPLOYEE ACKNOWLED(JEMEN I	
1		
have received a copy of the To	own of Wytheville Pay Char	ige Form and understand that
ny hourly/yearly salary is as in	dicated above.	
signature		Date
		~~~



TOWN COUNCIL

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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

#### **MEMORANDUM**

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name: Davenport, Gary

Position: Deputy Chief

Current Salary: \$69,010

New Salary: \$84,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

# TOWN OF WYTHEVILLE PAY CHANGE FORM

	TO: PAYROLL DEPARTMENT  PLEASE ENTER THE FOLLOWING CHANGE(S) 5/31/23  EMPLOYEE NAME Kelley Davis  EMPLOYEE NAME Kelley Davis			
	EMPLOYEE NUMBER	DATE HR CHANGED		
	L1726			
	THE CHANGE(S):			
	✓ All Applicable Boxes	FROM	ТО	
	☐ DEPARTMENT NUMBER	71330		
	□ JOB TITLE	Athletics Supervisor		
	□ GRADE			
	☐ ANNUAL RATE	38,000		
	☐ HOURLY RATE			
	CLASS (Exempt, Non-Exempt)	Nan-Exempt		
	□ STATUS (FT, PT)	FT		
	☐ SHIFT TIME		<u></u>	
	THE REASON FOR THE CHANGE(S):			
	■ HIRED □ PROBATIONARY PERIOD COMPLETED			
	☐ RE-HIRED ☐ LENGTH OF SERVICE INCREASE ☐ PROMOTION ☐ RE-EVALUATION OF EXISTING JOB		ERVICE INCREASE	
	□ DEMOTION       □ RESIGNATION         □ TRANSFER FROM       □ RETIREMENT         □ MERIT INCREASE       □ SALARY ALIGNMENT ADJUSTMENT         □ TEMP. SERVICE COMPLETED       □ DISCHARGE			
	☐ LEAVE OF ABSENCE FF	ROM	UNTIL	
			(DATE)	
	OTHER (Explain)			
	AUTHORIZATION:			
	RECOMMENDED BY DEPARTM	IENT HEAD	DATE	
_	1/1/1		5/31/23	
Reviewed	APPROVED BY HUMAN RESOURCES MANAGER Director		DATE , ,	
	Smettalulukon		6/2/23	
	1 7 7 7 7			
	APPROVED BY TOWN MANAG	ER	DATE	
	B Fr		6/2/2023	
	EMPLOYEE ACKNOWLEDGEMENT			
1				
	I have received a copy of the Town of Wytheville Pay Change Form and understand that			
	my hourly/yearly salary is as indicated above.			
	111 5			
	Signature helly - a	u/	Date 06/13/2023	



**TOWN COUNCIL** 

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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

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### **MEMORANDUM**

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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Name: Davis jr, Michael

Position: Supervisor - Water System Maintenance

Current Salary: \$51,500

New Salary: \$60,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.





TO: PAYROLL DEPARTME	in I	
PLEASE ENTER THE FOLLOWIN		effective date Will reflect on
TO YOUR RECORDS TAKING EI		_
EMPLOYEE NAME MICHAE	L S. DAVIS, JR.	4/29/2022
EMPLOYEE NUMBER 464	DATE HR CHANGED	nam Chaek
		pag creek
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT NUMBER		
■ JOB TITLE	CREW LEADER	SUPERVISOR
■ GRADE	07	12
■ ANNUAL RATE	\$40,233.14	\$50,000.00
☐ HOURLY RATE		
CLASS (Exempt, Non-Exempt)		
☐ STATUS (FT, PT) ☐ SHIFT TIME	· · · · · · · · · · · · · · · · · · ·	
D SHIFT TIME		
THE REASON FOR THE CH	(ANGE(S):	
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HIRED		ARY PERIOD COMPLETED
☐ RE-HIRED		SERVICE INCREASE
PROMOTION		TION OF EXISTING JOB
□ DEMOTION □ RESIGNATION		
☐ TRANSFER FROM ☐ RETIREMENT		
☐ MERIT INCREASE	☐ SALARY AL	IGNMENT ADJUSTMENT
☐ TEMP. SERVICE COMPL		
☐ LEAVE OF ABSENCE FR	OM	UNTIL(DATE)
OTHER (Explain)		
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AUTHORIZATION:	IDSTRUCT D	DATE
RECOMMENDED BY DEPARTM	ENT HEAD	DATE
8. 3n- las		7//8/2022
APPROVED BY HUMAN RESOU	RCES MANAGER	DATE
(4 n. 4 C		1.111
/ ) Mu d. ( )	hetter	9/18/2022 DATE 4/18/2022
APPROVED BY TOWN MANAGER		DATE
BF		4/18/2022
EMPLOYEE ACKNOWLED	GEMENT	
I have received a copy of the	Γown of Wytheville Pav Ch	nange Form and understand that
my hourly/yearly salary is as i		•
	11.0	4/ 15 4 -
Signature Message 3 May Date 4-18-22		



**TOWN COUNCIL** 

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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

### **MEMORANDUM**

TO:

**TOWN EMPLOYEES** 

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Davis, Scottie

Position:

Pretreatment Adm/Dir CCTV & Bt Mt.

**Current Salary:** 

\$47,380

New Salary:

\$58,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTM	ENT	
		EFFECTIVE DATE
TO YOUR RECORDS TAKING EFFECT ON:		19-5-2022
EMPLOYEE NAME ANDR	EW DIM ID DEN	LIARA
ANDR	EW PHILIP DEN	HAIVI
EMPLOYEE NUMBER	DATE HR CHANGED	
1686		
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT NUMBER	31100	
■ JOB TITLE	POLICE OFFICER	
■ GRADE	9	
■ ANNUAL RATE	\$40,000	
☐ HOURLY RATE		
☐ CLASS (Exempt, Non-Exempt)		
☐ STATUS (FT, PT)		
☐ SHIFT TIME		
THE REASON FOR THE CI	HANGE(S):	
■ HIRED		ARY PERIOD COMPLETED
□ RE-HIRED		SERVICE INCREASE
□ PROMOTION		TION OF EXISTING JOB
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☐ TEMP. SERVICE COMPI	LETED   DISCHARGE	İ
☐ LEAVE OF ABSENCE FI	ROM	UNTIL
	(DATE)	(DATE)
☐ OTHER (Explain)	, ,	
AUTHORIZATION:		
RECOMMENDED BY DEPARTM	MENT HEAD	DATE
bel 1. Hash /		11/7/2022
	ID ODG MANIA ODD	
APPROVED BY HUMAN RESOL	JRUES MANAGER	DATE
K of the M	action	11/9/22
APPROVED BY TOWN MANAG		DATE
AFFROVED BY TOWN MANAG	50	DATE
B-F		DATE 11/9/2022
	20,000	11111
EMBLOWER ACKNOWLER	OEMENT.	
EMPLOYEE ACKNOWLED	GEMENI	
		ange Form and understand that
my hourly/yearly salary is as	indicated above.	
1. 11.		10 ( 3000
Signature ////////////////////////////////////		Date 12-5-2022

# **TOWN OF WYTHEVILLE**

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR BETH A. TAYLOR

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M-3-23

ASSISTANT TOWN MANAGER EŁAINE R. HOLETON, AICP (276) 223-3352

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### **MEMORANDUM**

TO:

**TOWN EMPLOYEES** 

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

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Name:

Diamond, Isaac

Position:

**Animal Control Officer** 

**Current Salary:** 

\$47,000 (Corrected base salary immediately prior to New Salary; This

memorandum serves as the corrected document of record.)

New Salary:

\$49,800

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



TO: PAYROLL DEPARTM	ENT		
PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:  EFFECTIVE DATE 8/22/22			
EMPLOYEE NAME ISAAC	TAYLOR DIAMON	D	
			50 W
EMPLOYEE NUMBER 1602	DATE HR CHANGED	Will reflect on 9/2/22	Check
		HALLI CHECK ON 1-1-4	4-
THE CHANGE(S):			
✓ All Applicable Boxes	FROM	ТО	
■ DEPARTMENT NUMBER	31100	35100	
■ JOB TITLE	POLICE OFFICER	ANIMAL CONTROL OFFICER/POLICE OFFICER	
GRADE			
ANNUAL RATE	\$44,000.00	\$45,500.00	
☐ HOURLY RATE			
☐ CLASS (Exempt, Non-Exempt)			
☐ STATUS (FT, PT)			
SHIFT TIME		DAY SHIFT (171 HOURS)	
THE REASON FOR THE CH	HANGE(S):		
□ HIRED		ARY PERIOD COMPLETED	
□ RE-HIRED		SERVICE INCREASE	
□ PROMOTION		TION OF EXISTING JOB	
DEMOTION	☐ RESIGNATIO		
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☐ MERIT INCREASE		IGNMENT ADJUSTMENT	
☐ TEMP. SERVICE COMPLETED ☐ DISCHARGE			
☐ LEAVE OF ABSENCE FROMUNTIL			
(DATE) (DATE)  OTHER (Explain) UPON SUCCESSFUL COMPLETION OF ACO BASIC TRAINING SALARY			
	UCCESSFUL COMPLETION OF A	ACU BASIC TRAINING SALARY	
WILL INCREASE BY \$1500.00			
<u></u>			
AUTHORIZATION:			
RECOMMENDED BY DEPARTM	IENT HEAD	DATE	
		8/- /-	
July - /tash		8/31/2022	
APPROVED BY HUMAN RESOU	Be68 MANAGER	DATE	
501: 9	27		
APPROVED BY TOWN MANAG	The state of the s	DATE	
APPROVED BY TOWN MANAGER DATE			
8/26/2022			
	· · · · · · · · · · · · · · · · · · ·		
EMPLOYEE ACKNOWLED	GEMENT		
I have received a copy of the Town of Wytheville Pay Change Form and understand that			
my hourly/yearly salary is as indicated above.			
		01100	
Signature	ament	Date 9-8-22	

TO: PAYROLL DEPARTME	ENT	
PLEASE ENTER THE FOLLOWIN	IG CHANGE(S)	EFFECTIVE DATE
TO YOUR RECORDS TAKING EF	FECT ON:	111/23
EMPLOYEE NAME Isaac Dia	amond	·
EMBLOYEE NUMBER	DATE HR CHANGED	
EMPLOYEE NUMBER 1602	12/29/22	
	KHO	
THE CHANGE(S):	KING	
✓ All Applicable Boxes	FROM	ТО
☐ DEPARTMENT NUMBER		
☐ JOB TITLE		
□ GRADE	<u> </u>	
■ ANNUAL RATE	\$45,500	\$47,000
☐ HOURLY RATE		
CLASS (Exempt, Non-Exempt)		<del>                                     </del>
☐ STATUS (FT, PT) ☐ SHIFT TIME		
LI SHIFT TIME		
THE REASON FOR THE CH	IANGE(S):	
☐ HIRED	☐ PROBATION	ARY PERIOD COMPLETED
□ RE-HIRED		SERVICE INCREASE
□ PROMOTION		TION OF EXISTING JOB
DEMOTION	□ RESIGNATIO	
☐ TRANSFER FROM	□ RETIREMEN	
		IGNMENT ADJUSTMENT
☐ MERIT INCREASE		
☐ TEMP. SERVICE COMPL		
☐ LEAVE OF ABSENCE FR	(DATE)	UNTIL
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WILL INCREASE BY \$1300.00		
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EMPLOYEE ACKNOWLED	GEMEN I	
I have received a copy of the	Town of Wytheville Pay Ch	ange Form and understand that
my hourly/yearly salary is as	indicated above.	
G:		Date
Signature		Date

To more to



TOWN COUNCIL

MAYOR BETH A. TAYLOR

VICE-MAYOR CATHY D. PATTISON

COUNCIL MEMBERS HOLLY E. ATKINS GARY L. GILLMAN CANDICE N. JOHNSON

TOWN ATTORNEY MICHELLE WORKMAN CLAYTON (276) 223-3393



Wytheville...there's only one!

P.O. BOX 533 150 EAST MONROE STREET WYTHEVILLE, VIRGINIA 24382-0533 TELEPHONE (276) 223-3333 WWW.WYTHEVILLE.ORG TOWN MANAGER
T. BRIAN FREEMAN
(276) 223-3450

ASSISTANT TOWN MANAGER ELAINE R. HOLETON, AICP (276) 223-3352

TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

### **MEMORANDUM**

TO:

**TOWN EMPLOYEES** 

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Doyle, Clarence

Position:

Police Officer

**Current Salary:** 

\$41,200

New Salary:

\$48,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTME	NT	
PLEASE ENTER THE FOLLOWING CHANGE(S)		EFFECTIVE DATE
TO YOUR RECORDS TAKING EF	FECT ON:	DATE DATE
EMPLOYEE NAME CLAREN	ICE ROBERT DOY	l E
EMPLOYEE NUMBER		<u></u>
ENG EO I EE NOMBER	DATE HR CHANGED	
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	70
☐ DEPARTMENT NUMBER	T KOM	ТО
□ JOB TITLE		
□ GRADE		
■ ANNUAL RATE	\$41,200	\$42,500
□ HOURLY RATE		
CLASS (Exempt, Non-Exempt)		
☐ STATUS (FT, PT) ☐ SHIFT TIME		
C STHET TIME		
THE REASON FOR THE CHA	ANGE(S):	
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☐ PROMOTION		
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- Caspiani)	Tall Tall Tall Tall Tall Tall Tall	many Officer Training
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AUTHORIZATION:		
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sel d. Hack	<i>V</i> .	11/28/2022
APPROVED BY HUMAN RESOUR	CES REPRESENTATIVE	DATE
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APPROVED BY TOWN MANAGER	2	DATE
> 4	•	
Drat -		12-21-2022
EMPLOYEE ACKNOWLEDG	EMENT	
I have received a copy of the To	wn of Wythevilla Pay Cha	ange Form and understand that
my hourly/yearly salary is as in-	dicated above.	mge romi and understand that
Signature Officer C		Date /2/21/22
Signature (ITT-CEV L	K. 1/00/	Date /4/2//24



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Name: Duncan, Amanda

Position: Accounting Clerk III

Current Salary: \$45,332

New Salary: \$ 48,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Duncan, Zachary

Position: Water Treatment Operator/Trainee

Current Salary: \$32,136

New Salary: \$33,950

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

# TOWING WYTHEVILLE PAY CHANGE FUNM



TO: PAYROLL DEPARTM	ENT	
PLEASE ENTER THE FOLLOWING CHANGE(S)		EFFECTIVE DATE 07/01/22
TO YOUR RECORDS TAKING E		
I JUSE	PH S. FARMER	
EMPLOYEE NUMBER 1466	DATE HR CHANGED	Will reflect on 7/8/22
THE CHANGE(S):		·
✓ All Applicable Boxes	FROM	ТО
☐ DEPARTMENT NUMBER		
■ JOB TITLE	WATER TREATMENT OPERATOR I	I LAB TECH/WTP OPERATOR II
<b>■</b> GRADE	10	11
■ ANNUAL RATE	\$44,000.00	\$47,520.00
☐ HOURLY RATE		
☐ CLASS (Exempt, Non-Exempt)		
☐ STATUS (FT, PT)		
☐ SHIFT TIME		
THE REASON FOR THE CI	HANGE(S):	
		ARY PERIOD COMPLETED
HIRED		1
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■ PROMOTION	<del></del>	TION OF EXISTING JOB
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☐ MERIT INCREASE	☐ SALARY ALI	GNMENT ADJUSTMENT
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☐ LEAVE OF ABSENCE F		UNTIL
	(DATE)	(DATE)
OTHER (Explain)		
AUTHORIZATION:		
RECOMMENDED BY DEPARTM	MENT HEAD	DATE
16 11 111		6/23/2022
p, 0 m - 23/		6/23/2022  DATE  6/27/2022  DATE  6/27/2022
APPROYED BY HUMAN RESO	ØRGES MANAGER	DATE
Shari &	le le	1/27 2022
APPROVED BY TOWN MANAC		DATE
APPROVED BY TOWN MANAC	JEK	6/27/
But	-	6/21/2022
EMPLOYEE ACKNOWLE	OGEMENT	
		ange Form and understand that
my hourly/yearly salary is as		
Signature Copper Jan		Date 6/27/2022



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DATE: MARCH 31, 2023

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Name: Farmer, Joseph

Position: Water Treatment Operator II

Current Salary: \$48,946

New Salary: \$49,925

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name:

Freeman, Brian

Position:

**Town Manager** 

**Current Salary:** 

\$122,570

New Salary:

\$130,351

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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FROM:

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Name:

Gillman, Gary

Position:

Mgr Historic Sites/Homestead Oper

**Current Salary:** 

\$ 41,715

New Salary:

\$ 49,964

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

PLEASE ENTER THE FOLLOWING TO YOUR RECORDS TAKING EFF	FCT ON:	EFFECTIVE DATE 9/2/22
EMPLOYEE NAME	ECT ON.	- M
EMPLOYEE NAME Grace Gor	ton	
EMPLOYEE NUMBER 1475	DATE HR CHANGED	טונען איניין
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	ТО
■ DEPARTMENT NUMBER		71360-1102
■ JOB TITLE		PT YTRW Supervisor
□ GRADE		
☐ ANNUAL RATE		
■ HOURLY RATE		\$11.23
☐ CLASS (Exempt, Non-Exempt)		
STATUS (FT, PT)		PT
□ SHIFT TIME		
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Ologania William 1107 Att		
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APPROVED BY TOWN MANAGER		DATE
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EMPLOYEE ACKNOWLEDG	EMENT	
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I have received a copy of the To		nange roun and understand mat
my hourly yearly salary is as inc	licated above.	*
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Signature Mu Map		Date 9-13-2027

VA-DIIV T64559431

TO: PAYROLL DEPARTMEN	T	
PLEASE ENTER THE FOLLOWING CHANGE(S)		EFFECTIVE DATE
TO YOUR RECORDS TAKING EFF		1-23-23
EMPLOYEE NAME O	V - 1.4 - 1.5	
EMPLOYEE NAME Grace G	orton	
EMPLOYEE NUMBER	DATE HR CHANGED	
1675		
73 3		
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	ТО
☐ DEPARTMENT NUMBER	11011	44200
JOB TITLE		Facility Services Specialist
GRADE		
■ ANNUAL RATE		31,200
□ HOURLY RATE		
CLASS (Exempt, Non-Exempt)		Non-Exempt Non-Exempt
STATUS (FT, PT)		FT
SHIFT TIME		Varies
B SHIFT TIME		
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☐ MERIT INCREASE	□ SALARY AL	IGNMENT ADJUSTMENT
☐ TEMP. SERVICE COMPLI	ETED   DISCHARGE	Ξ
☐ LEAVE OF ABSENCE FRO		UNTIL
	(DATE)	(DATE)
☐ OTHER (Explain)	`	
AUTHORIZATION:		
RECOMMENDED BY DEPARTMI	ENT HEAD	DATE
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APPROVED BY HUMAN RESOUT	RCES MANAGER	DATE
8 Quent	unan	11612033
APPROVED BY TOWN MANAGE	R	DATE
V TEF		1/18/23
EMPLOYEE ACKNOWLED	GEMENT	
I have received a copy of the T	own of Wytheville Pay C	hange Form and understand that
my hourly/yearly salary is as it	ndicated above.	
Signature		Date



TOWN COUNCIL

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### **MEMORANDUM**

TO:

**TOWN EMPLOYEES** 

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Grubb, Kenneth

Position:

Police Corporal

**Current Salary:** 

\$56,048

New Salary:

\$59,575

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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Name: Hall, Pamula

Position: Secretary/Public Safety

Current Salary: \$42,421

New Salary: \$43,269

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTMEN	NT	
PLEASE ENTER THE FOLLOWING	G CHANGE(S)	EFFECTIVE DATE
TO YOUR RECORDS TAKING EFF	ECT ON:	april 4, 2022
EMPLOYEE NAME		OIS PRO
JASON,	HAMM	ON TELDIFO
EMPLOYEE NUMBER	DATE HR CHANGED	TO THE TO
1(038)		
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	TO
DEPARTMENT NUMBER		34100
JOB TITLE		BUILDING DEPARTMENT
CDADE	<u> </u>	TECHNICAL ASSISTANT
GRADE  ANNUAL RATE		10
☐ HOURLY RATE		\$42,000
		Non-Exempt
■ CLASS (Exempt, Non-Exempt)  □ STATUS (FT, PT)		Non-Exempt
☐ SHIFT TIME		8:00 AM – 5:00 PM
LI SIII I TIME		0.007111
THE REASON FOR THE CHA	ANGE(S):	
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□ RE-HIRED		SERVICE INCREASE
□ PROMOTION		TION OF EXISTING JOB
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☐ TEMP. SERVICE COMPLE		LINITH
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☐ OTHER (Explain)	(DATE)	(DATE)
OTTIER (Explain)		
AUTHORIZATION:		
RECOMMENDED BY DEPARTME	NT HEAD	DATE
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	un Drall	3/17/22
APPROVED BY HUMAN RESOUR	CES MANAGER	DATE
The Year	#10	2/12/2000
APPROVED BY TOWN MANAGER	» Man	DATE OUDD
APPROVED BY TOWN MANAGER		DATE
B-T-		3/17/2022
EMPLOYEE ACKNOWLEDG	EMENT	_
I have received a copy of the To	own of Wytheville Pay Cha	ange Form and understand that
my hourly/yearly salary is as in		
my noury youry gardey is do in	12	
Signature / Date 02 - 18 - 2022		
Orginature /		

# **TOWN OF WYTHEVILLE**

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

**TOWN COUNCIL** 

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Name:

Harvey, David

Position:

Firefighter/EMT/Paramedic

Current Salary:

\$42,230

New Salary:

\$51,900

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTME	NT	
PLEASE ENTER THE FOLLOWING	G CHANGE(S) May 1 2023	EFFECTIVE DATE June 5 2023
I TO TOOK RECORDS THEIR TO ST	1001011	
EMPLOYEE NAME Jeffrey F	Robert Hash	
EMPLOYEE NUMBER	DATE HR CHANGED	
1724	DATE TIK CHANGED	
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	ТО
☐ DEPARTMENT NUMBER		71330
□ JOB TITLE		Athletics Coordinator
GRADE	and the second s	8
□ ANNUAL RATE		45,500
□ HOURLY RATE		
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☐ LEAVE OF ABSENCE FR		UNTIL
	(DATE)	(DATE)
OTHER (Explain)		
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		May 1, 2023
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I have received a copy of the T	own of Wytheville Pay Char	nge Form and understand that
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iny nounty yearly salary is as it	initaled above	//
Signature Jan Min	Klanl	Date 6/1/23
Signature ( /w//	· Jour	_ Date 6 / 1 / 2 3



TOWN COUNCIL

MAYOR BETH A. TAYLOR

VICE-MAYOR CATHY D. PATTISON

COUNCIL MEMBERS HOLLY E. ATKINS GARY L. GILLMAN CANDICE N. JOHNSON

TOWN ATTORNEY MICHELLE WORKMAN CLAYTON (276) 223-3393



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P.O. BOX 533 150 EAST MONROE STREET WYTHEVILLE, VIRGINIA 24382-0533 TELEPHONE (276) 223-3333 WWW.WYTHEVILLE.ORG TOWN MANAGER
T. BRIAN FREEMAN
(276) 223-3450

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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

### **MEMORANDUM**

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name: Hash, Joel

Position: Police Chief

Current Salary: \$87,550

New Salary: \$96,000

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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Name: Hayes, Kristopher

Position: Firefighter/EMT/Paramedic

Current Salary: \$38,321

New Salary: \$41,800

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

10: PAYRULL DEPARTMI	ENI	
PLEASE ENTER THE FOLLOWIN		EFFECTIVE DATE 10/18/22
TO YOUR RECORDS TAKING E		10/10/22
EMPLOYEE NAME JACOB	E HENLEY	
EMPLOYEE NUMBER	DATE HR CHANGED	11 61 61 4 101 1
		Will reflect on 10/28/22
THE CHANGE(S):	PD O1 (	TO
✓ All Applicable Boxes  □ DEPARTMENT NUMBER	FROM	ТО
☐ JOB TITLE	FF/EMT	FF/EMT-ADVANCED
□ GRADE	111200	
ANNUAL RATE	\$36,261.15	\$37,261.15
☐ HOURLY RATE		
CLASS (Exempt, Non-Exempt)		
STATUS (FT, PT)		
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AUTHORIZATION:		
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APPROVED BY TOWN MANAG		y signed by Brian DATE
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EMPLOYEE ACKNOWLED	CEMENT	
	- CONTIDIAI	
I have received a copy of the	Town of Wytheville Pay	Change Form and understand that
my hourly/yearly salary is as		•
	m.	
Signature / MANNE	ileerlittim (	Date /8/24/27



**TOWN COUNCIL** 

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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

### **MEMORANDUM**

TO:

**TOWN EMPLOYEES** 

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Henley, Jacobe

Position:

Firefighter/EMT/Paramedic

**Current Salary:** 

\$36,261

New Salary:

\$43,200

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTME		
PLEASE ENTER THE FOLLOWIN	G CHANGE(S) 02/05/22	EFFECTIVE DATE 01/12/23
		01/13/23
EMPLOYEE NAME CALEB	<b>Ш</b> П Т	
EMPLOYEE NUMBER	DATE HR CHANGED	
7/5/2033		
1		
THE CHANGE(S):		
✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT NUMBER		33400-1101
□ JOB TITLE		FIREFIGHTER/EMT
□ GRADE		
☐ ANNUAL RATE		\$36,261.15
☐ HOURLY RATE		
☐ CLASS (Exempt, Non-Exempt)		
☐ STATUS (FT, PT)		FULL-TIME
☐ SHIFT TIME	000	192/28
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□ PROMOTION	☐ RE-EVALUAT	ION OF EXISTING JOB
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I have received a copy of the T	-	ige norm and understand that
my hourly/yearly salary is as in	idicated above.	
C-02		,
Signature Caloon DAM		Date 02/15/22



**TOWN COUNCIL** 

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DATE: MARCH 31, 2023

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Name: Hill, Caleb

Position: Firefighter/EMT/Paramedic

Current Salary: \$36,261

New Salary: \$39,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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Name: Hodge, Jeffrey

Position: Fire Sergeant

Current Salary: \$52,530

New Salary: \$53,581

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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Name: Holeton, Elaine

Position: Assistant Town Manager

Current Salary: \$99,910

New Salary: \$108,577

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTMI	ENT	
PLEASE ENTER THE FOLLOWING CHANGE(S)		EFFECTIVE DATE
TO YOUR RECORDS TAKING EFFECT ON:		19-2-2093
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EMPLOYEE NUMBER	DATE HR CHANGED	
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■ JOB TITLE	POLICE OFFICER	
<b>■</b> GRADE	9	
■ ANNUAL RATE	\$40,000	
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		DATE
nisti N. Jackson		11/9/2022
APPROVED BY TOWN MANAGE	R	DATE
BITI		DATE 11/9/2022
		11/1/2020
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EMPLOYEE ACKNOWLED	GEMEN I	
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my hourly/yearly salary is as in		mibo i viiii aiia aliavistalia tilat
my nounty/yearry sarary is as in	inicated above.	
Signature	7	Date 70271765



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Name: Holmes, Brandi

Position: Police Officer

Current Salary: \$40,000

New Salary: \$40,800

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

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Name: Hooper, Jeffrey

Position: Asst Computer Operations Manager

Current Salary: \$60,770

New Salary: \$ 68,774

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.



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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

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### **MEMORANDUM**

TO:

**TOWN EMPLOYEES** 

FROM:

BRIAN FREEMAN, TOWN MANAGER

DATE:

MARCH 31, 2023

SUBJECT:

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The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name:

Hyatt, Kodie

Position:

Firefighter/EMT/Paramedic

Current Salary:

\$36,261

New Salary:

\$39,500

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.

TO: PAYROLL DEPARTMI	ENT		
PLEASE ENTER THE FOLLOWIN TO YOUR RECORDS TAKING E	NG CHANGE(S)	EFFECTIVE DATE TBD	
		וסטו	
EMPLOYEE NAME KODIE	HYATT		
EMPLOYEE NUMBER	DATE HR CHANGED_		
1691	12-26-29		
1031	19-90-99	<u></u>	
THE CHANGE(S):			
✓ All Applicable Boxes	FROM	то	
☐ DEPARTMENT NUMBER		32100-1101	
☐ JOB TITLE			
☐ GRADE			
■ ANNUAL RATE		\$36,261.15	
☐ HOURLY RATE			
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AUTHORIZATION:			
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APPROVED BY TOWN MANAGE	ER	DATE	
		12-6-2022	
		12-6-2027	
EMPLOYEE ACKNOWLED	GEMENT		
I have received a copy of the Town of Wytheville Pay Change Form and understand that			
my hourly/yearly salary is as indicated above.			
/ / / / / / / / / / / / / / / / / / /			
Signatura / MA	-	Date 12-12-22	
Signature ////		_ Date ' ' '	



**TOWN COUNCIL** 

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COUNCIL MEMBERS HOLLY E. ATKINS GARY L. GILLMAN CANDICE N. JOHNSON

TOWN ATTORNEY MICHELLE WORKMAN CLAYTON (276) 223-3393



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TOWN TREASURER MICHAEL G. STEPHENS, MGT (276) 223-3333

CLERK OF COUNCIL SHERRY G. CORVIN, CMC (276) 223-3349

### **MEMORANDUM**

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

The Bolton Group has concluded the Town of Wytheville compensation study and identified gaps between employee salaries and market data for each position. On March 13, 2023, the Town Council unanimously approved the recommended market-based salary adjustments. In addition to the market adjustment, the Council approved a 2 percent cost of living adjustment for all full-time and part-time regular employees. The information relating to your position is reflected below:

Name: Hyatt, Tayler

Position: Firefighter/EMT/Paramedic

Current Salary: \$38,321

New Salary: \$41,800

The changes to your pay will be reflected on the March 31, 2023, pay check. Please bear in mind that due to March having three pay periods, this check does not include deductions for Health Insurance, VRS, and various deductions that are only taken twice per month. The first pay period in April will be more reflective of what employees can anticipate moving forward.