

TOWN OF WYTHEVILLE PAY CHANGE FORM

SRS
ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE
EMPLOYEE NAME P. CHARLENE ABATE-BOWLES		
EMPLOYEE NUMBER 1199	DATE HR CHANGED	Will reflect on 9/6/21 check

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$29,316.14	\$31,316.00
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

AUG
VRS

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input checked="" type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>[Signature]</i>	DATE 7-28-21
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 7/28/2021
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 7/28/2021

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Town of Wytheville Pay Change Form and understand that my hourly/annual salary is as indicated above.

Signature: *[Signature]* Date: 7-29-21

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

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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.

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MEMORANDUM

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Name: Akers, Matthew

Position: Shift Captain

Current Salary: \$53,560

New Salary: \$63,310

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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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 10/25/2022
EMPLOYEE NAME John Allison		
EMPLOYEE NUMBER	DATE HR CHANGED	



THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER		43700
<input checked="" type="checkbox"/> JOB TITLE		Building Maint. Custodian III
<input checked="" type="checkbox"/> GRADE		05
<input checked="" type="checkbox"/> ANNUAL RATE		\$27,315.60
<input checked="" type="checkbox"/> HOURLY RATE		\$13.13
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

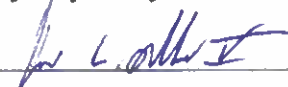
THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE 10-21-22
APPROVED BY HUMAN RESOURCES MANAGER 	DATE 10-25-22
APPROVED BY TOWN MANAGER Brian Freeman <small>Digitally signed by Brian Freeman Date: 2022.10.25 10:31:51 -04'00'</small>	DATE

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.	
Signature 	Date 10-26-22

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
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(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: 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.

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165

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON: 1/25/23		EFFECTIVE DATE 1/25/23
EMPLOYEE NAME SAMANTHA AMBURGEY		
EMPLOYEE NUMBER	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input type="checkbox"/> ANNUAL RATE	\$43,260	\$44,260
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input checked="" type="checkbox"/> OTHER (Explain) CLEARED ENGINE DRIVER INTERNSHIP	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD BRADY <i>[Signature]</i>	DATE 1/25/23
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 2/1/2023
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 2/1/2023

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.	
Signature <i>[Signature]</i>	Date 2-23

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 5-1-2023
EMPLOYEE NAME Lonnie C. Anders		
EMPLOYEE NUMBER 803	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input checked="" type="checkbox"/> JOB TITLE	Detective	Detective - First Sergeant
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$63,000	\$67,500
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Joe L. Hask</i>	DATE 4/19/2023
APPROVED BY HUMAN RESOURCES MANAGER <i>Janette Hyslop</i>	DATE 5/1/23
APPROVED BY TOWN MANAGER <i>B. F. R.</i>	DATE 4/27/2023

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.	
Signature _____	Date _____

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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CLERK OF 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: 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.

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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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 8/28/2023
EMPLOYEE NAME Matthew Anderson		
EMPLOYEE NUMBER 1737	DATE HR CHANGED 8-19-23	Start Date: 9/5/23 9/5/23?



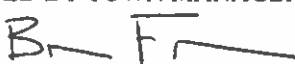
THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER		41200
<input checked="" type="checkbox"/> JOB TITLE		Laborer I
<input checked="" type="checkbox"/> GRADE		05
<input checked="" type="checkbox"/> ANNUAL RATE		\$31,200
<input checked="" type="checkbox"/> HOURLY RATE		\$15.00
<input checked="" type="checkbox"/> CLASS (Exempt, Non-Exempt)		Nonexempt
<input checked="" type="checkbox"/> STATUS (FT, PT)		FT
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE 8-15-23
APPROVED BY HUMAN RESOURCES MANAGER Dir 	DATE 8/15/23
APPROVED BY TOWN MANAGER 	DATE 8/16/2023

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.

Signature Matthew Anderson Date 08/24/2023

8/16/23 3:15pm tc w/ Matthew Anderson who accepted the conditional offer. JLA

TOWN OF WYTHEVILLE

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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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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) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE 3-20-2023
EMPLOYEE NAME Jonette L. Aughenbaugh	
EMPLOYEE NUMBER 1710	DATE HR CHANGED

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		1271
<input type="checkbox"/> JOB TITLE		Director of Human Resources
<input type="checkbox"/> GRADE		14
<input type="checkbox"/> ANNUAL RATE		
<input type="checkbox"/> HOURLY RATE		\$99,000
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		<i>Exempt</i>
<input type="checkbox"/> STATUS (FT, PT)		FT
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED <input type="checkbox"/> RE-HIRED <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> TRANSFER FROM _____ <input type="checkbox"/> MERIT INCREASE <input type="checkbox"/> TEMP. SERVICE COMPLETED <input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED <input type="checkbox"/> LENGTH OF SERVICE INCREASE <input type="checkbox"/> RE-EVALUATION OF EXISTING JOB <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT <input type="checkbox"/> DISCHARGE
--	--

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 <i>Rep.</i> <i>[Signature]</i>	DATE 3/1/2023
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 3/1/2023

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.	
Signature <u><i>Jonette L. Aughenbaugh</i></u>	Date <u>3/1/2023</u>

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
CATHY D. PATTISON

COUNCIL MEMBERS
HOLLY E. ATKINS
GARY L. GILLMAN
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TOWN TREASURER
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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: Ausmus, David

Position: Firefighter/EMT/Paramedic

Current Salary: \$39,351

New Salary: \$43,800

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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE <i>10/31/22</i>
EMPLOYEE NAME James Andrew Austin		
EMPLOYEE NUMBER 461	DATE HR CHANGED	<i>Will reflect on 11/1/22</i> CK

JK
ENTERED

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input type="checkbox"/> ANNUAL RATE	\$52,530.00	\$54,000.00
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

*VRS-1
Bill*

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input checked="" type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input checked="" type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>[Signature]</i>	DATE 10/31/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 10/31/2022
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 10/31/2022

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.

Signature *[Signature]* Date 11-01-22

JAS ENTERED

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE 10/3/22
EMPLOYEE NAME MORGAN AYERS	
EMPLOYEE NUMBER 1472	DATE HR CHANGED Will reflect on 10/14/22 CK

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input checked="" type="checkbox"/> JOB TITLE	FF/MEDIC	CAPTAIN
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$45,320	\$53,560
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) FF/MEDIC TO CAPTAINS PROMOTION	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD BRADY <i>Brady</i>	DATE 10/3/22
APPROVED BY HUMAN RESOURCES MANAGER <i>Shirley L. Shelton</i>	DATE 10/3/22
APPROVED BY TOWN MANAGER <i>B. Fr</i>	DATE 10/14/2022

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.

Signature *M Ayers* Date **10-6-22**

TOWN OF WYTHEVILLE

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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: 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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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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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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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: 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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TOWN OF WYTHEVILLE

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CLERK OF 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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

JBS
ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON: 8/22/22		EFFECTIVE DATE 8/22/22
EMPLOYEE NAME Lauren E. Bedwell		
EMPLOYEE NUMBER 1625	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$37,022 \$38,132.66	\$37,522 \$38,632.66
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

APR
LEB

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input checked="" type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Asharon G. Cain</i>	DATE 8/19/22
APPROVED BY HUMAN RESOURCES MANAGER <i>Shelli L. Shetter</i>	DATE 8/22/22
APPROVED BY TOWN MANAGER <i>T. B. FA</i>	DATE 8/19/2022

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.

Signature *Lauren E. Bedwell* Date **8/24/2022**

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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CLERK OF 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: 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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MEMORANDUM

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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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.

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S/S

ENTERED

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 9-6-22
EMPLOYEE NAME Jessie "JT" Boyd		
EMPLOYEE NUMBER 1611	DATE HR CHANGED	Will reflect on 9/30/22 check




THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	39,855	40,855
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

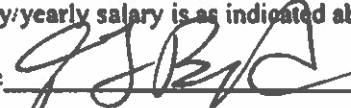
<input type="checkbox"/> HIRED	<input checked="" type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE 9-6-22
APPROVED BY HUMAN RESOURCES MANAGER 	DATE
APPROVED BY TOWN MANAGER 	DATE 9/13/2022

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.

Signature  Date **9/14/22**

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
CATHY D. PATTISON

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

TOWN ATTORNEY
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TOWN MANAGER
T. BRIAN FREEMAN
(276) 223-3450

ASSISTANT TOWN MANAGER
ELAINE R. HOLETON, AICP
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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

SPS ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE 3/16/22
EMPLOYEE NAME CHANCE COCKERHAM	
EMPLOYEE NUMBER 1629	DATE HR CHANGED 4/5/2022

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER		33400
<input checked="" type="checkbox"/> JOB TITLE		FIREFIGHTER/EMT-BASIC
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE		\$35,205
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input checked="" type="checkbox"/> STATUS (FT, PT)	PART-TIME	FULL-TIME
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input checked="" type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD BRADY	DATE 3/16/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 3/23/2022
APPROVED BY TOWN MANAGER B-F	DATE 3/24/2022

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.	
Signature <i>[Signature]</i>	Date 4-14-22

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
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CLERK OF COUNCIL
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(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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE

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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

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):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		45100
<input type="checkbox"/> JOB TITLE		Water Treatment Operator/Trainee
<input type="checkbox"/> GRADE		7
<input type="checkbox"/> ANNUAL RATE		\$32,136
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM:	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ UNTIL _____ (DATE) (DATE)	
<input type="checkbox"/> OTHER (Explain) _____ _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE 12/20/2022
APPROVED BY HUMAN RESOURCES MANAGER 	DATE 12/27/2022
APPROVED BY TOWN MANAGER 	DATE 12/21/2022

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.	
Signature <u>Avery Coe</u>	Date <u>1/4/23</u>

TOWN OF WYTHEVILLE

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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: 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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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: 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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TOWN TREASURER
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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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE <u>11/30/2022</u>
EMPLOYEE NAME Rebecca Mullins Counts	
EMPLOYEE NUMBER	DATE HR CHANGED <u>12/5/22</u>

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER		44200
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input type="checkbox"/> ANNUAL RATE		
<input checked="" type="checkbox"/> HOURLY RATE		\$15.00
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input checked="" type="checkbox"/> STATUS (FT, PT)	FT	PT
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ UNTIL _____	
	(DATE) (DATE)
<input checked="" type="checkbox"/> OTHER (Explain) <u>Resigned from full-time, use as part-time fill-in</u>	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Rosa Lee Gudo</i>	DATE <u>11/30/2022</u>
APPROVED BY HUMAN RESOURCES MANAGER <i>Representative</i> <i>Kristi Jackson</i>	DATE <u>12-5-22</u>
APPROVED BY TOWN MANAGER Brian Freeman <small>Digitally signed by Brian Freeman Date: 2022.12.05 13:38:17 -05'00'</small>	DATE

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.	
Signature _____	Date _____

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	5/31/23	EFFECTIVE DATE	6/26/23
EMPLOYEE NAME Kelley Davis			
EMPLOYEE NUMBER	1726	DATE HR CHANGED	


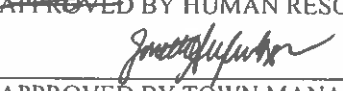

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER	71330	
<input type="checkbox"/> JOB TITLE	Athletics Supervisor	
<input type="checkbox"/> GRADE		
<input type="checkbox"/> ANNUAL RATE	38,000	
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)	Non-Exempt	
<input type="checkbox"/> STATUS (FT, PT)	FT	
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ UNTIL _____	
	(DATE) (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD	DATE
	5/31/23
APPROVED BY HUMAN RESOURCES MANAGER <i>Director</i>	DATE
	6/2/23
APPROVED BY TOWN MANAGER	DATE
	6/2/2023

Reviewed

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.	
Signature <u><i>Kelley Davis</i></u>	Date <u>06/13/2023</u>

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

SRS ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE Will reflect on
EMPLOYEE NAME MICHAEL S. DAVIS, JR.		4/29/2022
EMPLOYEE NUMBER 464	DATE HR CHANGED	pay Check




THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input checked="" type="checkbox"/> JOB TITLE	CREW LEADER	SUPERVISOR
<input checked="" type="checkbox"/> GRADE	07	12
<input checked="" type="checkbox"/> ANNUAL RATE	\$40,233.14	\$50,000.00
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ UNTIL _____	(DATE) (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE 4/18/2022
APPROVED BY HUMAN RESOURCES MANAGER 	DATE 4/18/2022
APPROVED BY TOWN MANAGER 	DATE 4/18/2022

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.

Signature Michael S Davis Date 4-18-22

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 12-5-2022
EMPLOYEE NAME ANDREW PHILIP DENHAM		
EMPLOYEE NUMBER 1686	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER	3100	
<input checked="" type="checkbox"/> JOB TITLE	POLICE OFFICER	
<input checked="" type="checkbox"/> GRADE	9	
<input checked="" type="checkbox"/> ANNUAL RATE	\$40,000	
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Bel Z. Hask</i>	DATE 11/7/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>Kristi N. Jackson</i>	DATE 11/9/22
APPROVED BY TOWN MANAGER <i>B. F.</i>	DATE 11/9/2022

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.	
Signature <i>Andrew Philip Denham</i>	Date 12-5-2022

Put revised Memo in P.O. mailbox
to the attention of Isaac Diamond.

4-3-23

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
CATHY D. PATTISON

COUNCIL MEMBERS
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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

SAS ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 8/22/22
EMPLOYEE NAME ISAAC TAYLOR DIAMOND		
EMPLOYEE NUMBER 1602	DATE HR CHANGED	Will reflect on 9/2/22 Check

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER	31100	35100
<input checked="" type="checkbox"/> JOB TITLE	POLICE OFFICER	ANIMAL CONTROL OFFICER/POLICE OFFICER
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$44,000.00	\$45,500.00
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input checked="" type="checkbox"/> SHIFT TIME		DAY SHIFT (171 HOURS)

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input checked="" type="checkbox"/> TRANSFER FROM 31100	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ UNTIL _____ (DATE) (DATE)	
<input checked="" type="checkbox"/> OTHER (Explain) UPON SUCCESSFUL COMPLETION OF ACO BASIC TRAINING SALARY WILL INCREASE BY \$1500.00	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Jul J. Hahn</i>	DATE 8/31/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>Sheli J. Shetter</i>	DATE
APPROVED BY TOWN MANAGER <i>B. F.</i>	DATE 8/26/2022

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.

Signature *Isaac Taylor Diamond* Date 8-8-22

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 1/1/23
EMPLOYEE NAME Isaac Diamond		
EMPLOYEE NUMBER 1602	DATE HR CHANGED 12/29/22	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$45,500	\$47,000
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) UPON SUCCESSFUL COMPLETION OF ACO BASIC TRAINING SALARY WILL INCREASE BY \$1500.00	

Completed
ACO
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Con
TBF
12

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Jul 2 Hawk</i>	DATE 12/21/2022
APPROVED BY HUMAN RESOURCES REPRESENTATIVE <i>E. Green</i>	DATE 12/21/2022
APPROVED BY TOWN MANAGER <i>B. F. M.</i>	DATE 12/21/2022

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.

Signature _____ Date _____

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

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VICE-MAYOR
CATHY D. PATTISON

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TOWN TREASURER
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(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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE
EMPLOYEE NAME CLARENCE ROBERT DOYLE		
EMPLOYEE NUMBER	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$41,200	\$42,500
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input checked="" type="checkbox"/> OTHER (Explain) <u>Completion of Basic Police Academy and Field Training Officer Training</u>	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Del Z. Hawk Jr.</i>	DATE 11/28/2022
APPROVED BY HUMAN RESOURCES REPRESENTATIVE <i>[Signature]</i>	DATE 12-21-22
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 12-21-2022

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.

Signature Officer C.R. Doyle Date 12/21/22

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
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TOWN TREASURER
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(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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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BETH A. TAYLOR

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CATHY D. PATTISON

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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

JKS ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 07/01/22
EMPLOYEE NAME JOSEPH S. FARMER		
EMPLOYEE NUMBER 1466	DATE HR CHANGED	<i>Will reflect on 7/8/22 CK</i>

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input checked="" type="checkbox"/> JOB TITLE	WATER TREATMENT OPERATOR II	LAB TECH/WTP OPERATOR II
<input checked="" type="checkbox"/> GRADE	10	11
<input checked="" type="checkbox"/> ANNUAL RATE	\$44,000.00	\$47,520.00
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____	UNTIL _____
	(DATE) (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>[Signature]</i>	DATE 6/23/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 6/27/2022
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 6/27/2022

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.

Signature *Joseph S. Farmer* Date 6/27/2022

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE

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(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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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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MEMORANDUM

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FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE 9/2/22
EMPLOYEE NAME Grace Gorton	<i>SJS</i> ENTERED
EMPLOYEE NUMBER 1675	DATE HR CHANGED


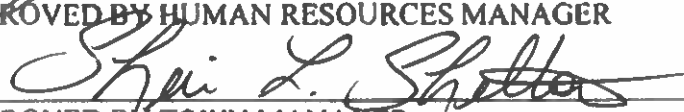

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER		71360-1102
<input checked="" type="checkbox"/> JOB TITLE		PT YTRW Supervisor
<input type="checkbox"/> GRADE		
<input type="checkbox"/> ANNUAL RATE		
<input checked="" type="checkbox"/> HOURLY RATE		\$11.23
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input checked="" type="checkbox"/> STATUS (FT. PT)		PT
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
<input checked="" type="checkbox"/> OTHER (Explain) Crosstrained to 71310-1102 \$11 Crosstrained to 71290-1102 \$13 Crosstrained to 71370-1102 \$11	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE 9-2-22
APPROVED BY HUMAN RESOURCES MANAGER 	DATE 9/8/22
APPROVED BY TOWN MANAGER 	DATE 9/8/2022

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.

Signature _____

Date **9-13-2022**

VA-DIV
TG 4559431

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE 1-23-23
EMPLOYEE NAME Grace Gorton	
EMPLOYEE NUMBER 1675	DATE HR CHANGED

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		44200
<input checked="" type="checkbox"/> JOB TITLE		Facility Services Specialist
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE		31,200
<input type="checkbox"/> HOURLY RATE		
<input checked="" type="checkbox"/> CLASS (Exempt, Non-Exempt)		Non-Exempt
<input checked="" type="checkbox"/> STATUS (FT, PT)		FT
<input checked="" type="checkbox"/> SHIFT TIME		Varies

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>[Signature]</i>	DATE 1/6/2023
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 1/6/2023
APPROVED BY TOWN MANAGER <i>TBF</i>	DATE 1/18/23

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.	
Signature _____	Date _____

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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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: 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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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE <i>April 4, 2022</i>
EMPLOYEE NAME JASON, HAMM		
EMPLOYEE NUMBER <i>1638</i>	DATE HR CHANGED	

JKS ENTERED

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input checked="" type="checkbox"/> DEPARTMENT NUMBER		34100
<input checked="" type="checkbox"/> JOB TITLE		BUILDING DEPARTMENT TECHNICAL ASSISTANT
<input checked="" type="checkbox"/> GRADE		10
<input checked="" type="checkbox"/> ANNUAL RATE		\$42,000
<input type="checkbox"/> HOURLY RATE		
<input checked="" type="checkbox"/> CLASS (Exempt, Non-Exempt)		Non-Exempt
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		8:00 AM – 5:00 PM

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____	UNTIL _____
	(DATE) (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Elai R. Holt</i>	DATE <i>3/17/22</i>
APPROVED BY HUMAN RESOURCES MANAGER <i>Sheli L. Shelton</i>	DATE <i>3/18/2022</i>
APPROVED BY TOWN MANAGER <i>B.F.</i>	DATE <i>3/17/2022</i>

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.

Signature *[Signature]* Date *03-18-2022*

T65814749

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
CATHY D. PATTISON

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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON: May 1 2023		EFFECTIVE DATE June 5 2023
EMPLOYEE NAME Jeffrey Robert Hash		
EMPLOYEE NUMBER 1724	DATE HR CHANGED	


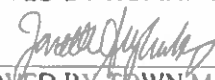

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		71330
<input type="checkbox"/> JOB TITLE		Athletics Coordinator
<input type="checkbox"/> GRADE		8
<input type="checkbox"/> ANNUAL RATE		45,500
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		Non-Exempt
<input type="checkbox"/> STATUS (FT, PT)		FT
<input type="checkbox"/> SHIFT TIME		

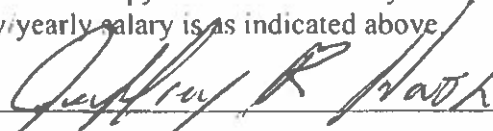
THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD 	DATE May 1, 2023
APPROVED BY HUMAN RESOURCES MANAGER 	DATE 5/1/23
APPROVED BY TOWN MANAGER 	DATE 5/1/2023

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.	
Signature 	Date 6/1/23

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
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CLERK OF COUNCIL
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(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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TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

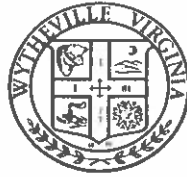
TOWN COUNCIL

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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

JFS
ENTERED

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	EFFECTIVE DATE 10/18/22
EMPLOYEE NAME JACOBE HENLEY	
EMPLOYEE NUMBER	DATE HR CHANGED <i>Will reflect on 10/28/22 CK</i>

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		
<input type="checkbox"/> JOB TITLE	FF/EMT	FF/EMT-ADVANCED
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE	\$36,261.15	\$37,261.15
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input checked="" type="checkbox"/> OTHER (Explain) COMPLETED HIS ADVANCED EMT CERTIFICATION	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>[Signature]</i>	DATE 10/19/22
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 10/19/22
APPROVED BY TOWN MANAGER Brian Freeman <small>Digitally signed by Brian Freeman Date: 2022.10.19 14:40:12 -04'00'</small>	DATE

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.

Signature *[Signature]* Date **10/24/22**

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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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: 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.

I would like to express my sincere appreciation to each of you for your patience and for your continued commitment and contributions to the Town as we completed this important work. I look forward to a productive and positive year for the Town and its valued employees.

TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:	02/05/23	EFFECTIVE DATE	01/13/23
EMPLOYEE NAME CALEB HILL			
EMPLOYEE NUMBER	2/5/2023	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		33400-1101
<input type="checkbox"/> JOB TITLE		FIREFIGHTER/EMT
<input type="checkbox"/> GRADE		
<input type="checkbox"/> ANNUAL RATE		\$36,261.15
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		FULL-TIME
<input type="checkbox"/> SHIFT TIME		192/28

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD BRADY	DATE 1/13/23
APPROVED BY HUMAN RESOURCES MANAGER <i>[Signature]</i>	DATE 2/7/23
APPROVED BY TOWN MANAGER <i>[Signature]</i>	DATE 1/25/23

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.

Signature *Caleb Hill* Date 02/15/23

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
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CLERK OF 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: 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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MEMORANDUM

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

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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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		EFFECTIVE DATE 12-5-2022
EMPLOYEE NAME BRANDI NICOLE HOLMES		
EMPLOYEE NUMBER 1687	DATE HR CHANGED	

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER	3100	
<input checked="" type="checkbox"/> JOB TITLE	POLICE OFFICER	
<input checked="" type="checkbox"/> GRADE	9	
<input checked="" type="checkbox"/> ANNUAL RATE	\$40,000	
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		
<input type="checkbox"/> SHIFT TIME		

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input type="checkbox"/> OTHER (Explain) _____	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD <i>Del L. Hash</i>	DATE 11/7/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>Kristi N. Jackson</i>	DATE 11/9/2022
APPROVED BY TOWN MANAGER <i>B. F. F.</i>	DATE 11/9/2022

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.	
Signature: <i>Brandi Holmes</i>	Date: 12/5/2022

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

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CLERK OF COUNCIL
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(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: 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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MEMORANDUM

TO: TOWN EMPLOYEES

FROM: BRIAN FREEMAN, TOWN MANAGER

DATE: MARCH 31, 2023

SUBJECT: SALARY STUDY

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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 OF WYTHEVILLE

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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: 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.

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TOWN OF WYTHEVILLE PAY CHANGE FORM

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) TO YOUR RECORDS TAKING EFFECT ON:		OFFER	EFFECTIVE DATE TBD
EMPLOYEE NAME KODIE HYATT			
EMPLOYEE NUMBER 1691	DATE HR CHANGED 12-26-22		

THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT NUMBER		32100-1101
<input type="checkbox"/> JOB TITLE		
<input type="checkbox"/> GRADE		
<input checked="" type="checkbox"/> ANNUAL RATE		\$36,261.15
<input type="checkbox"/> HOURLY RATE		
<input type="checkbox"/> CLASS (Exempt, Non-Exempt)		
<input type="checkbox"/> STATUS (FT, PT)		FULL TIME
<input checked="" type="checkbox"/> SHIFT TIME		192/28

THE REASON FOR THE CHANGE(S):

<input checked="" type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER FROM _____	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> SALARY ALIGNMENT ADJUSTMENT
<input type="checkbox"/> TEMP. SERVICE COMPLETED	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE)	UNTIL _____ (DATE)
<input checked="" type="checkbox"/> OTHER (Explain) <u>FIREFIGHTER/EMT VACANCY</u>	

AUTHORIZATION:

RECOMMENDED BY DEPARTMENT HEAD BRADY	DATE 12/5/2022
APPROVED BY HUMAN RESOURCES MANAGER <i>Ryo</i> <i>E. [Signature]</i>	DATE 12/6/2022
APPROVED BY TOWN MANAGER <i>B-F</i>	DATE 12-6-2022

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.	
Signature <i>Kodie Hyatt</i>	Date 12-12-22

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
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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: 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.

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