

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
MARK J. BLOOMFIELD
GARY L. GILLMAN



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

TOWN ATTORNEY
MICHELLE WORKMAN CLAYTON
(276) 223-3393

MEMORANDUM

TO: All Town Employees

FROM: Brian Freeman *TBF*
Town Manager

DATE: June 23, 2022

SUBJECT: Compensation and
Classification Study
– Project Launch

The Town of Wytheville is conducting a Compensation and Classification Study to evaluate job position descriptions and compensation policy. The study's primary purpose is to identify systemic issues with the compensation policy and to recommend an implementation plan for follow up actions. The consulting firm, Bolton USA, is managing this project for us, and, over the course of the summer, Bolton USA will compile data, conduct research and draft the final study.

You are receiving this memorandum because we consider you the subject matter expert for your position, and we need your input. Please complete the form with as much honesty and attention to detail as you can. The information you provide will be used to improve job classification descriptions and provide the background information needed for the compensation study. **Every employee must complete the Position Information Form (PIF) by June 28, 2022. Please consult with your Department Head or the Human Resources Department, if you have any questions. Return the form to your Department Head via email.** If you do not have access to a computer, your Department Head will ensure that a paper form is available to you.

On behalf of the leadership team, I want to thank each of you for your hard work, your dedication to quality and your commitment to the community. You are deeply valued, and we appreciate you.