

## ADMINISTRATIVE REGULATION

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Effective Date: July 1, 2016

Administrative Regulation: 1-6

Revision Date: July 1, 2019

Supersedes: April 27, 2017

Approved By: William H. Ashton II

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Subject: **Top of Scale Bonus Program**

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### I. Purpose

The purpose of this Administrative Regulation is to outline the top of scale bonus program.

### II. Eligible Employees

Regular status employees are eligible to participate in this program. Employees not eligible to receive the bonus include part-time flexible/temporary employees, Town Attorney and Town Manager. Only eligible employees who achieve an 'above expectations' rating or higher on their annual performance evaluation may receive the bonus.

### III. Policy

The maximum rate of pay established in the Town's pay plan for an employee's job classification may not be exceeded by a performance pay increase. If a pay for performance increase would exceed the top of the applicable classification scale, the overage will be paid in a one-time lump sum bonus.

The funds for bonuses will be charged to the full and part time salary line items of the respective department's budget for those who will receive it. This program is contingent upon annual appropriation of funds and is subject to change or termination at any time. No funds shall be committed for which there exists no funding.



William H. Ashton II  
Town Manager