




State of Vermont
Agency of Administration
Office of the Secretary
Pavilion Office Building
109 State Street, 5th Floor
Montpelier, VT 05609-0201
www.aoa.vermont.gov

[phone] 802-828-3322
[fax] 802-828-3320

Susanne R. Young, Secretary

TO: Appointing Authorities

FROM: Susanne Young, Secretary of Administration 

DATE: June 5, 2018

SUBJECT: Fiscal Year 2019 Salary Adjustments

This year salary adjustments will be different than in the past; classified employees will receive adjustments in January and exempt employees will receive adjustments in July and January. In accordance and consistent with the Pay Act and the FY19-FY20 collective bargaining agreement, the following guidelines apply to salary increases for Executive Branch classified, exempt and temporary employees.

CLASSIFIED EMPLOYEES

Most classified employees will receive a 1.35% salary increase effective January 6, 2019, with the caveats explained directly following. In addition, many classified employees will also receive a step increase during the fiscal year; the current average value of a step is 1.9%. Salary increases for classified employees will be implemented automatically by the Department of Human Resources.

Any classified employee whose salary is above the maximum for their pay grade on January 6, 2019 shall receive a salary increase and/or a lump sum payment (pro-rated for part-time employment), as specified in Section 3 of the salaries and wages article of the collective bargaining agreements.

Also, in accordance with the collective bargaining agreements, permanent or limited status employees who were classified employees as of January 6, 2019, and whose salary after application of the 1.35% hourly adjustment is less than \$14.00 per hour, will be entitled to receive one-quarter of the difference between their annualized salary and \$29,120 at the beginning of each calendar quarter, so long as their annualized salary is still less than \$29,120 at the beginning of each respective quarter.

Lieutenants will receive a 0.6% salary increase on January 6, 2019, and the Vermont Trooper Association negotiations are not completed at this point in time.



EXEMPT EMPLOYEES

The Pay Act authorizes a salary adjustment for exempt employees not to exceed the “total rate of adjustment” available for classified employees provided in the collective bargaining agreements, or a fiscal equivalent of 2.575% in FY19. Accordingly, as outlined in the Pay Act, exempt employees may receive salary increases not to exceed 1.9% effective July 8, 2018 (the average value of a step) and 1.35% effective January 6, 2019 (classified salary increase).

ELECTED OFFICIALS:

Annual salaries for elected state officials will be effective July 8, 2018 and January 6, 2019 respectively, as outlined in the FY19 Pay Act provisions. These officials should direct any questions or requests to reduce their FY 2019 salary to Commissioner Fastiggi at the Department of Human Resources at beth.fastiggi@vermont.gov.

OTHER EXEMPT EMPLOYEES:

Salary increases for exempt state employees are implemented at the discretion of the Secretary of Administration, subject to the approval of the Governor. This discretion is limited by the funding provisions of the Pay Act.

Exempt Employees Not Covered by a Pay Plan

Exempt Employees Not Covered by a Pay Plan including agency and department heads, their deputies, executive or principal assistants and private secretaries will receive a 1.9% salary increase effective July 8, 2018 and a 1.35% salary increase effective January 6, 2019. Exempt employees who are not performing at a minimum satisfactory level may have salary increases withheld or deferred. For exempt employees hired after January 1, 2018, salary increases may be withheld or deferred until the employee has completed any required probationary period or has been employed for six months. If you would like to withhold or defer an increase from an exempt employee in your agency or department, please submit a memo with this request to the attention of Douglas Pine, Deputy Director, HR Operations to DHR.ExemptPay@vermont.gov by close of business on June 15, 2018.

Requests for merit increases of up to 2.575% will be considered by the Secretary of Administration on a case-by-case basis for implementation in July. Please note that any merit increases must be paid for within your existing budgets. Where a salary is close to the maximum within the appropriate range, a merit may be awarded as a lump sum, not as an increase to base salary. Merit increase recommendations will be very closely reviewed and must be based on extraordinary performance and overall contribution. A detailed memo of justification must be submitted to Commissioner Fastiggi at DHR.ExemptPay@vermont.gov no later than close of business on June 15, 2018 for merit requests effective July 8, 2018.

Exempt Employees Covered by a Pay Plan (Attorney Pay Plan, Deputy State’s Attorney’s Pay Plan, Defender General’s Pay Plan, Executive Director Pay Plan, Public Utilities Commission Pay Plan, VLRB Pay Plan, and Correctional Facility Superintendent Pay Plan):



Exempt employees who are covered by an approved exempt pay plan will receive a 1.9% salary increase effective July 8, 2018 and a 1.35% salary increase effective January 6, 2019. Exempt employees who are either not performing at a minimum satisfactory level or whose current salary is near, at, or above the salary range maximum may have any salary increases withheld or deferred. For exempt employees hired after January 1, 2018, salary increases may be withheld or deferred until the employee has completed any required probationary period or has been employed for six months. If you would like to withhold or defer an increase from an exempt employee in your agency or department, please submit a memo with this request to the attention of Douglas Pine, Deputy Director, HR Operations to DHR.ExemptPay@vermont.gov by close of business on June 15, 2018.

Merit increases consistent with the conditions of the exempt pay plans will be considered throughout FY 2019 on a case-by-case basis. Ordinarily these merit requests coincide with an incumbent's annual review. These merit increases must be paid from a department's existing budget. Merit increase recommendations must be submitted following the conditions of the applicable plan.

Exempt Judicial and Legislative Employees: Exempt employees in the judicial and legislative branches will have their salaries adjusted by their respective branch.

TEMPORARY EMPLOYEES

Effective January 6, 2019, the temporary pay plan will be increased by 1.35%, and adjusted to reflect the January 1, 2019 statutory minimum wage. All temporary employees in pay grades 5 through 32 who are currently slotted on a step in the temporary pay plan will be increased to the new value of their current pay grade and step. Salary increases for temporary employees in exempt roles such as attorneys and law clerks (not in pay grades 5 through 32) are at the discretion of the appointing authority.

If you have any questions, please contact Beth Fastiggi, Commissioner of Human Resources at beth.fastiggi@vermont.gov or Douglas Pine, Deputy Director, HR Operations at doug.pine@vermont.gov.

cc: Beth Fastiggi, Commissioner of Human Resources
Harold Schwartz, HR Director of Operations
Douglas Pine, Deputy Director, HR Operations