

**TO:** Agency and Department Heads, Elected Officials and Board Chairs  
**FROM:** Kristin Clouser, Secretary of Administration  
**DATE:** May 24, 2023  
**SUBJECT:** Fiscal Year 2024 Salary Adjustments

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This memo will provide information on salary adjustments for classified, exempt and temporary employees for FY 2024.

### **CLASSIFIED EMPLOYEES**

In accordance with the July 1, 2022 through June 30, 2024 collective bargaining agreements, and FY 2023 Pay Act provisions, the following guidelines will apply to salary increases for classified employees.

Most classified employees will receive a 2.0% salary increase effective July 2, 2023, and a \$1,000 lump sum payment effective January 27, 2024, with the caveats explained below. 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 July 2, 2023, 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 July 2, 2023, and whose salary after application of the 2.0% 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.

State Police Lieutenants will receive a 3% salary increase on July 2, 2023, and employees covered by the Agreements with the Vermont Troopers' Association will receive a 3% salary increase effective July 2, 2023.

## 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 employee salary adjustments for FY24 are detailed below.

**Employees Whose Salaries are Fixed in Statute:** Annual salaries for elected state officials and certain others set by statute will be effective July 2, 2023. Any questions on these salaries should be directed to Commissioner Fastiggi at the Department of Human Resources.

**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 3.9% salary increase effective July 2, 2023. Exempt employees will not receive a lump sum in January 2024. Exempt employees who are not performing at a minimum satisfactory level may have salary increases withheld or deferred. Also, for exempt employees hired after January 1, 2023, 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](mailto:DHR.ExemptPay@vermont.gov) by close of business on June 9, 2023.

In addition, requests for merit increases of up to 3.9% will be considered by the Secretary of Administration on a case-by-case basis for implementation in conjunction with the annual salary increases. Please note that any merit increases must be paid for within your existing budgets. Merits may be requested as a one-time lump sum or as a base salary increase. 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 closely reviewed and must be based on outstanding performance and overall contribution. A detailed memo of justification must be submitted to the attention of Commissioner Fastiggi at [DHR.ExemptPay@vermont.gov](mailto:DHR.ExemptPay@vermont.gov) no later than close of business on June 9, 2023.

**Exempt Employees Covered by a Pay Plan (Attorney 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 exempt pay plan will receive a 3.9% salary increase effective July 2, 2023. Exempt employees will not receive a lump sum in January 2024. 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. Also, for exempt employees hired after January 1, 2023, 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](mailto:DHR.ExemptPay@vermont.gov) by close of business on June 9, 2023.



Merit increases consistent with the conditions of the exempt pay plans will be considered during FY 2024 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 July 2, 2023, the temporary pay plan will be increased by 2.0%. The pay plan will be adjusted to reflect the January 1, 2023 statutory minimum wage of \$13.18. 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.

## QUESTIONS

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

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

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