

State of Vermont
Agency of Administration
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Kristin L. Clouser, Secretary

TO: Agency and Department Heads, Elected Officials and Board Chairs
FROM: Kristin Clouser, Secretary of Administration
DATE: June 3, 2022
SUBJECT: Fiscal Year 2023 Salary Adjustments

This memo will provide information on salary adjustments for classified, exempt and temporary employees for FY 2023.

CLASSIFIED EMPLOYEES

In accordance and consistent 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 3.0% salary increase effective July 3, 2022, and a \$1,500 lump sum payment effective January 1, 2023, 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 3, 2022, 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 3, 2022, and whose salary after application of the 3.0% 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.

VSP Lieutenants will receive a 3.0% salary increase on July 3, 2022, and the Vermont Trooper Association negotiations are not completed at this point in time.

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. The Governor has accepted my recommendations as specified below.

Employees Whose Salaries Are Fixed in Statute: Annual salaries for elected state officials and certain others are set by statute will be effective July 3, 2022. 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 4.9% salary increase effective July 3, 2022. Employees making less than \$100,000 annually as of January 1, 2023 will receive a \$1,500 lump sum payment effective January 1, 2023. 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, 2022, 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 17, 2022.

Merit increases will not be considered for Fiscal Year 2023 for any exempt employees not covered by a pay plan, including agency and department heads, their deputies, executive or principal assistants, and private secretaries.

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 4.9% salary increase effective July 3, 2022. Employees making less than \$100,000 annually as of January 1, 2023 will receive a \$1,500 lump sum payment effective January 1, 2023. 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, 2022, 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 17, 2022.

Merit increases consistent with the conditions of the exempt pay plans will be considered during FY 2023 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 3, 2022, the temporary pay plan will be increased by 3.0. In addition, the temporary pay plan will be adjusted by approximately 3.6% so it will match the classified pay chart. The pay plan will be adjusted to reflect the January 1, 2022, statutory minimum wage of \$12.55. 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 Operation
Scott Griffith, Interim State Court Administrator
Janet Miller, Sergeant at Arms

