

**STATE OF VERMONT  
EXECUTIVE DIRECTOR PAY PLAN**

It is the intent of the State of Vermont to compensate exempt Executive Directors of boards, commissions, and councils equitably, subject to budgetary constraints, on the basis of experience, expertise, responsibilities, and meritorious performance. Accordingly, the following pay plan provisions will govern the hiring level and compensation of key personnel assigned to Executive Director-level positions as provided for in this pay plan. Job definitions are the requirements of the particular agency or program and may be adopted as an addendum applicable to their particular needs, providing the terms and conditions do not contradict this pay plan, and providing the addendum has been reviewed and approved by the Department of Human Resources.

**DEPARTMENT OF HUMAN RESOURCES**

**Effective Dates: July 1, 2016 to June 30, 2017**

## **EXECUTIVE DIRECTOR**

### **Experience and Qualifications:**

Normally an incumbent at this level would possess an advanced degree in public or business administration or in the related technical field associated with the program and have an adequate level of experience in program administration, planning, or management necessary to apply to the public sector setting associated with the program. Specifics for each applicable position vary depending on the program and are intended as an addendum to this plan.

	<b>Annual</b>	<b>Hourly</b>
<b>Executive Director</b>		
Minimum Hiring Range	\$72,192	\$34.71
Maximum Hiring Range	\$90,246	\$43.39
Maximum Salary	\$108,306	\$52.07

Principal accountability includes highly complex managerial work directing the activities of a semi-autonomous program or small agency under the direction of a board, council, or commission. The incumbent plans, organizes, directs, and reviews budget and fiscal operations and recommends the allocation of funds and resources from multiple sources to achieve optimum mix and maximum program impact with wide latitude for independent judgment and initiative. Develops long range plans and programs in preparation for major changes to ensure conformance with broad goals, objectives, policies and procedures as may be determined by the board, council, or commission. Directs the development of human resources, fiscal operations, and serves as staff to the board chair on special projects and/or confidential assignments.

## **CONDITIONS AND OPERATIONS**

**1) New Appointees:** Salaries for new appointees shall not exceed the minimums of the hiring range for the position, without prior and specific approval for good cause shown, from the Department of Human Resources as the Governor's designee. All requests must include a completed Exempt Salary Approval Form along with a copy of the applicant's resume, interviewer's comments and/or rating form, and any other information (e.g., reference checks of previous employers) which substantiate the salary being requested. No specific salary offer may be extended until the Department of Human Resources as the Governor's designee has approved the request.

**2) End Of Probation Increases:** At the completion of the probationary period (normally six months), new appointees may receive an increase in base salary of up to 3% for satisfactory performance, and up to an additional 3% merit for performance which exceeds what is normally expected of the position. The Appointing Authority should complete an Exempt Salary Approval Form as well as an evaluation of the individual's performance which supports the request and submit both to the Department of Human Resources for final review/approval.

**3) Merit Pay:** Participants shall be eligible for a base salary increase of up to 7% for documented short or long-term commendable performance which is above a satisfactory level during the preceding 12-month period. Both an Exempt Salary Approval Form and an evaluation of the individual's performance must be submitted by the Appointing Authority to the Department of Human Resources as the Governor's designee for final review and approval. Effective dates of any merit pay adjustment will be the first pay period following the Department of Human Resource's approval. Absent extraordinary circumstances, only one merit pay increase will be approved within any 12-month period.

**4) Cost of Living Increase:** If performance is satisfactory or better, participants may receive an increase of up to the cost of living percentage increase approved by the legislature for salary adjustments to exempt employees. If approved by the Appointing Authority, an Exempt Salary Approval Form authorizing the adjustment shall be forwarded to the Department of Human Resources for final review and approval.

**5) Promotion:** Existing state employees promoted into this plan shall be eligible for a base salary increase of between 5% and 8% (based on performance), but not less than the minimum hiring rate for the new Executive Director-level position. A completed Exempt Salary Approval form along with written recommendation and a current evaluation of performance are required for final review/approval by the Department of Human Resources.

**6) Approval Process:** No specific salary offers or changes in salary may be extended nor become effective unless or until approved by both the Appointing Authority and the

Department of Human Resources as the Governor's designee. All requests should include a completed Exempt Salary Approval form, and supporting documentation as specified in sections 1-5 above. All requests for salary changes must be submitted in a timely manner to avoid retroactivity.

**7) Legislative Reporting:** The Department of Human Resources is responsible for reporting any pay actions for which there may be a statutory or administrative requirement to report to any Legislative or Administrative body, and will also forward a copy of the notification to the Appointing Authority if approved.

**8) Maximum Salary:** In no event shall a salary exceed the maximum salary for the position unless otherwise approved by law.

**9) Budgetary Constraints:** Any and all salary adjustments as set forth in this Pay Plan are subject to the discretion of the Appointing Authority as to the budgetary constraints as deemed appropriate by that individual.

**10) No Vested Interest:** The terms and conditions of the Pay Plan notwithstanding, all participants in the Plan serve exclusively at the pleasure of the Appointing Authority and without vested interest in, nor expectation of, any right to continuation of either position or salary. Promotion, meritorious increases, demotion, reduction in salary, suspension with or without pay, and dismissal shall remain at the pleasure of the Appointing Authority.