

Town of Southborough  
Personnel Board

**Policy on Eligibility of New Employees for Salary Increases  
under Section 7(a) of the Personnel Bylaw (Salary Administration Plan)**

- (1) New hires to the Town of Southborough will be eligible for a salary review and increase under Section 7(a) of the Personnel Bylaw (Salary Administration Plan) when they have been in Town employment for at least three months.
- (2) Examples:
  - (A) Employees hired *July 1, 2021 – March 30, 2022* would be eligible for a salary increase on July 1, 2022, since they will have been in the employ of the Town for at least three months as of July 1, 2022.
  - (B) Employees hired *April 1, 2022 – June 30, 2022* would not be eligible for a salary increase on July 1, 2022, since they will not have been in the employ of the Town for at least three months as of July 1, 2022. These employees would be eligible for a raise on July 1, 2023.
- (3) Nothing in this policy should be construed as affecting the requirements of Section 7 of the Personnel Bylaw (Salary Administration Plan) regarding salary adjustments and compensation.
- (4) Nothing in this policy should be construed as affecting the right of any employee to seek redress before the Personnel Board for any grievance under any provision of the Personnel Bylaw (Salary Administration Plan).
- (5) A copy of this Policy will be sent to all department heads and public bodies in Southborough with a copy posted to the Town website.

Approved by the Personnel Board: May 12, 2021

Effective Date: July 1, 2021

Signed: /s/ Beth A. Rosenbloom, Chair of the Personnel Board