**This template is provided as a guide. Please modify it to suit your municipality’s requirements.**

# Compensation Options Template

**Recommended Language**

A. Base Salary: Employer agrees to pay Employee an annual base salary of [$ amount], payable in install­ments at the same time that the other management employees of the Employer are paid.

B. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer’s compensation policies to include all salary adjustments on the same basis as applied to the executive classification of employees.

C. In addition, consideration shall be given on an annual basis to an increase in compensation.

**Compensation Options**

Option 1

The Employer agrees to increase the compensation of the Employee dependent upon the results of the per­formance evaluation conducted under the provisions of Section 12 of this Agreement. Increased compen­sation can be in the form of a salary increase and/or performance incentive and/or an increase in benefits.

Option 2

The Employer agrees to increase the compensation of the Employee dependent upon the results of the per­formance evaluation conducted under the provisions of Section 12 of this Agreement in addition to provid­ing a fixed annual increase in the Employee’s salary based on an agreed upon economic indicator, such as the Consumer Price Index.

Option 3

The Employer agrees to increase the compensation by [ %] each year.

Option 4

The Employer agrees to increase the compensation each year by at least the average across the board increase granted to other employees of the Employer.

D. At any time during the term of the Agreement, Employer may, in its discretion, review and adjust the salary of the Employee, but in no event shall the Employee be paid less than the salary set forth in Sec­tion 3.A. of the Agreement except by mutual written agreement between Employee and Employer. Such adjustments, if any, shall be made pursuant to a law­ful governing body action. In such event, Employer and Employee agree to provide their best efforts and reasonable cooperation to execute a new agreement incorporating the adjusted salary.

E. Except as otherwise provided in this Agreement, the Employee shall be entitled, at a minimum, to the highest level of benefits enjoyed by and/or available to other employees, department heads or general employ­ees of the Employer as provided by the Employer’s policies, Charter, ordinances, or personnel rules and regulations or other practices.