



## ORDINANCE

### AMENDING THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES WITH RESPECT TO THE UNAFFILIATED EMPLOYEE SALARY AND WAGE SCHEDULE

### *CITY OF NASHUA*

*In the Year Two Thousand and Twenty-Five*

*The City of Nashua ordains* that Part I “Administrative Legislation,” Chapter 50 “Personnel”, Article I “General Provisions”, Section 50-6 “Merit system for personnel administration pursuant to Charter §86-a” of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

**“§ 50-6. Merit system for personnel administration pursuant to Charter §86-a.**

- A. The “City of Nashua Unaffiliated Employees Personnel Policies”, dated ~~January 1, 2022~~ July 1, 2025 is hereby adopted. These personnel policies are the merit system for personnel administration required by Charter §86-a.”

The changes to the “City of Nashua Unaffiliated Employees Personnel Policies” are as follows:

1. In Section II “Compensation”, Subsection A “Compensation and Classification”, add the following new underlined language at the end of the section:

“Unaffiliated positions are assigned to a pay grade that reflects the relative job value of the position. Grade assignments consider factors such as knowledge, scope of responsibility, degree of authority and market value and availability. Updated grades and assignments will go into effect July 1, 2026. In addition, starting July 1, 2025, the rate of pay for an Edgewood Cemetery Groundskeeper will be \$26.3976 per hour and the rate of pay for an Edgewood Cemetery Sub Foreman will be \$31.0601 per hour.”

2. Change the name of the existing Appendix A from “Unaffiliated Salary and Wage Schedule” to “Unaffiliated Salary and Wage Schedule through June 30, 2026”, and add to

## **ORDINANCE**

**O-25-063**

Appendix A the attached document entitled “Unaffiliated Salary and Wage Schedule starting July 1, 2026”.

The implementation of these changes shall be as follows:

Starting on July 1, 2025, the rate of pay for an Edgewood Cemetery Groundskeeper will be \$26.3976 per hour and the rate of pay for an Edgewood Cemetery Sub Foreman will be \$31.0601 per hour.

On July 1, 2026, the following actions will happen in the stated order:

First, all unaffiliated employees shall be placed on the new Appendix A Unaffiliated Salary and Wage Schedule in their new grade on the step that is closest to but above their current salary.

Second, all unaffiliated employees that are not at the top of their pay grade shall be eligible for a one step increase on the new Appendix A Unaffiliated Salary and Wage Schedule provided that their job performance meets the City’s expectations.

Third, the new Appendix A Unaffiliated Salary and Wage Schedule shall be increased in its entirety by an amount equal to the three year average of the CPI-U Northeast, and employees will receive this increased amount. (The three year average of the CPI-U Northeast is not yet known.)

Note: If O-25-58 “Amending the Unaffiliated Employees Personnel Policies with respect to the Fire Department’s chief officers’ compensation and benefits” passes, that legislation will take precedence over this legislation for the Fire Department’s chief officers.

Appendix A - Unaffiliated Salary and Wage Schedule starting July 1, 2026

4% Between Each Step

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
<b>25</b>	139,137.25	144,702.74	150,490.85	156,510.48	162,770.90	169,281.74	176,053.01	183,095.13	190,418.93
<b>24</b>	129,430.00	134,607.20	139,991.49	145,591.15	151,414.79	157,471.39	163,770.24	170,321.05	177,133.89
<b>23</b>	120,400.00	125,216.00	130,224.64	135,433.63	140,850.97	146,485.01	152,344.41	158,438.19	164,775.71
<b>22</b>	112,000.00	116,480.00	121,139.20	125,984.77	131,024.16	136,265.13	141,715.73	147,384.36	153,279.73

Gradation: 1.075

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
<b>21</b>	108,801.77	113,153.84	117,680.00	122,387.20	127,282.69	132,373.99	137,668.95	143,175.71	148,902.74
<b>20</b>	101,210.95	105,259.39	109,469.77	113,848.56	118,402.50	123,138.60	128,064.14	133,186.71	138,514.18
<b>19</b>	94,149.72	97,915.71	101,832.34	105,905.63	110,141.86	114,547.53	119,129.44	123,894.61	128,850.40
<b>18</b>	87,581.14	91,084.38	94,727.76	98,516.87	102,457.54	106,555.85	110,818.08	115,250.80	119,860.83
<b>17</b>	81,470.83	84,729.66	88,118.85	91,643.60	95,309.34	99,121.72	103,086.59	107,210.05	111,498.45
<b>16</b>	75,786.81	78,818.29	81,971.02	85,249.86	88,659.85	92,206.25	95,894.50	99,730.28	103,719.49

Gradation: 1.075

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
<b>15</b>	70,499.36	73,319.34	76,252.11	79,302.19	82,474.28	85,773.25	89,204.18	92,772.35	96,483.25
<b>14</b>	67,142.25	69,827.94	72,621.06	75,525.90	78,546.94	81,688.81	84,956.37	88,354.62	91,888.81
<b>13</b>	63,945.00	66,502.80	69,162.91	71,929.43	74,806.61	77,798.87	80,910.82	84,147.26	87,513.15
<b>12</b>	60,900.00	63,336.00	65,869.44	68,504.22	71,244.39	74,094.16	77,057.93	80,140.25	83,345.86

Gradation: 1.05

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
<b>11</b>	52,500.00	54,600.00	56,784.00	59,055.36	61,417.57	63,874.28	66,429.25	69,086.42	71,849.88

## LEGISLATIVE YEAR 2025

**ORDINANCE:** O-25-063

**PURPOSE:** Amending the Unaffiliated Employees Personnel Policies with respect to the Unaffiliated Employee Salary and Wage Schedule

**ENDORSER(S):** Mayor Jim Donchess

**COMMITTEE ASSIGNMENT:** Personnel/Administrative Affairs Committee

**FISCAL NOTE:** Estimated cost is in the \$450,000 range.

---

### ANALYSIS

This legislation amends the Unaffiliated Employees Personnel Policies by replacing the existing Unaffiliated Wage and Salary Schedule with a new Wage and Salary Schedule to take effect on July 1, 2026. The implementation is described in the legislation. In addition, the legislation provides that the Groundkeepers and Sub Foremen of Edgewood Cemetery will receive a \$5.00 per hour increase to their rate of pay retroactive to July 1, 2025.

The legislation also notes that if O-25-58 “Amending the Unaffiliated Employees Personnel Policies with respect to the Fire Department’s chief officers’ compensation and benefits” passes, that legislation will take precedence over this legislation. If that legislation does not pass, the Fire Department’s unaffiliated employees will receive salary increases as described in this legislation.

Under NRO 50-3, the merit plan may be amended by ordinance. Prior to the introduction of such amendments by the Mayor, division directors and department heads shall have the opportunity to comment on the amendments.

---

**Approved as to  
account number and/or  
structure, and amount:**

**Financial Services Division**

**By: /s/Rosemarie Evans**

**Approved as to form:**

**Office of Corporation Counsel**

**By: /s/Dorothy Clarke**

**Date: August 6, 2025**

---