

TOWN CLERK COMPENSATION POLICY

PURPOSE:

The Town of Chesterfield considers the Town Clerk to be a valuable position in delivering efficient services to its citizens. The purpose of this town clerk compensation policy is to establish a policy for the method of compensation for the elected position of Chesterfield Town Clerk. Nothing in this policy shall conflict with the choice and duties of the Town Clerk as defined in the Revised Statutes Annotated of the State of New Hampshire Chapter 41. If any provisions of this Policy or the application thereof to any person or circumstance are determined to be invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this policy.

COMPENSATION:

The Town Clerk shall receive compensation based on fees and salary. The Town Clerk shall receive all statutory fees (see definition Statutory Fees) so permitted with the exception of State motor vehicle registration fees. The annual salary, paid weekly, shall be comprised of three parts. There shall be a base salary, state motor vehicle registration salary, and additional shift salary.

Base Salary: shall be 30% (thirty percent) of the Annual Salary. This salary is contingent upon the Town Clerk's office being open to the public at a minimum of 18 (eighteen) hours per week with 3 (three) of those hours to be evening shift. This base salary shall include the duties required by the Town Clerk for any and all election activities and other office hours as required by State statutes.

State Motor Vehicle Registration Salary: shall be 50% (fifty percent) of the Annual Salary. This salary is contingent upon the Town Clerk's office fulfilling the duties of municipal agent to issue, renew or transfer motor vehicle registrations as defined in RSA 261:74-a through 261:74-g and to charge for the maximum fee allowed per RSA 261:74-d, currently \$2.50 per registration. The intent of this salary is to encourage the Town Clerk to offer this service to the citizens of Chesterfield.

Additional Shift Salary: shall be 20% (twenty percent) of the Annual Salary. This salary is contingent upon the Town Clerk's office being open to the public for additional hours above and beyond those covered in the Base Salary. To receive the additional shift salary, The Town Clerk's office shall be open to the public for an additional evening shift per week OR open to the public on the last Saturday of each month for a 4 (four) hour continuous shift between the hours of 9:00 a.m. and 5:00 p.m. at the discretion of the Town Clerk.

DEPUTY TOWN CLERK:

The Board of Selectmen encourages the appointment of a deputy town clerk as provided for in RSA 41:18. Nothing in this section of this policy shall be construed as a contract of employment for the Deputy Town Clerk. The Deputy Town Clerk shall be considered an employee-at-will and is subject to the provisions of the Town of Chesterfield Personnel Policy.

The rate of compensation for the Deputy Town Clerk shall be determined by the Board of Selectmen. The Deputy Town Clerk shall be paid the statutory fees which he/she collects only during those shifts when the Deputy Town Clerk is covering an absence of the Town Clerk.

The work schedule of the Deputy Town Clerk shall be set by the Board of Selectmen in consultation with the Town Clerk and availability of the Deputy Town Clerk. It is envisioned that the Deputy Town Clerk will be regularly scheduled on Monday mornings each week or Wednesday mornings on those weeks with a Monday holiday. Should the Town Clerk not add an additional shift to his/her schedule, as per the additional shift salary, then the Deputy Town Clerk may work the regularly scheduled evening shift with the Town Clerk, with notification to the Selectboard.

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The Deputy Town Clerk may be scheduled on election days to work with and assist the Town Clerk with any and all election duties as allowed by law.

The Deputy Town Clerk may be scheduled to open and operate the Town Clerk's office with consent of the Town Clerk, during the Town Clerk's allowed vacation time and/or allowed sick time. The Deputy Town Clerk may open and operate the Town Clerk's office for the absence(s) of the Town Clerk during attendance at conferences, seminars, and/or meetings, only after obtaining prior approval from the Board of Selectmen.

The Deputy Town Clerk may be scheduled for the Town Clerk to attend any required training, as determined by the State of New Hampshire, with prior notice to the Board of Selectmen. The Deputy Town Clerk may also attend any required training, at the discretion of the Town Clerk with prior approval from the Board of Selectmen and availability of the Deputy Town Clerk.

ALLOWABLE ABSENCES:

The Board of Selectmen allow for the following time off, one week of vacation time per calendar year for the first 3 years, 2 weeks for 4 to 6 years, and three weeks thereafter (see Definition of Calendar Year). A week is determined by the number of shifts in the Town Clerk's normal scheduled workweek. In addition, the Board of Selectmen allows for up to 6 (six) sick shifts in a calendar year. Sick time shall be used in shift increments. In the event the Town Clerk does not use his/her full-accumulated vacation or sick leave annually, any unused portion shall be forfeited. The Town Clerk's office may be closed, at the discretion of the Town Clerk, for any legal holiday as defined by the Town of Chesterfield's Personnel Policy.

In the event the Town Clerk exceeds the allowable absences in any calendar year, a prorated deduction of 33⅓ percent per day of absence shall be subtracted from the State Motor Vehicle Registration Salary portion for the workweek in which the absence occurred with a maximum of 100% deduction in any workweek. In addition, if the Town Clerk qualifies for the Additional Shift Salary, a prorated deduction of 25% per day of absence shall be subtracted from the Additional Shift Salary portion for the workweek in which the absence occurred with a maximum of 100% deduction in any workweek. These deductions may be waived by the Board of Selectmen in extenuating circumstances.

Nothing in this policy shall forbid the Town Clerk from attending any conference, seminar and/or meeting, except that prior approval of the Board of Selectmen is required if the Deputy Town Clerk will be requested to fill in for such absence OR monies are to be appropriated from the Town's operating budget OR the absence is not to be counted against the allowable absences in the calendar year.

AMENDMENTS:

This Policy may be amended by vote at Town Meeting.

SEVERABILITY:

Should any section or provision of this policy be held to be invalid or unconstitutional by any court or authority of competent jurisdiction, such holding shall not affect, impair or invalidate any other section or provision of this ordinance, and to such end all sections and provisions of this ordinance are declared to be severable.

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DEFINITIONS:

Annual Salary – amount budgeted and approved at the annual town meeting for the Elections, Registrations, Vital Stats budget. Annual salary calculation begins with the pay period following the annual Town Meeting. Prior to Town Meeting, the annual salary shall be calculated at the prior year's rate.

Calendar Year – for the purpose of this policy, a calendar year is the period of time beginning on Town Meeting Day and ending on the day before the subsequent Town Meeting Day.

Evening Shift – Office open to the public between the hours of 4:00 p.m. and 7:00 p.m. in a continuous 3 hour block of time.

Statutory Fees – fees collected by the town clerk in accordance with state statutes. Fees include but not limited to town motor vehicle registration fees, boat registration fees, vital records fees, and dog licensing fees. For the purpose of this policy, State motor vehicle registration fees pursuant to RSA 261-74-d are NOT included in the definition of statutory fees due to the town clerk receiving a salary.

Workweek - The workweek begins at 12:01 a.m. Sunday and ends on midnight Saturday.

EFFECTIVE DATE:

This policy shall take effect upon passage of the 2006 Town Meeting.

Amended March 14, 2015 Town Meeting.