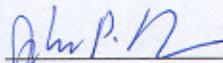
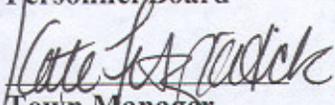


Town of Needham

Personnel Policy	Page:	Supersedes:
Personnel Administration #427	1 of 2	
Extra Committee Liaison	Date:	Approved:
	2-7-06	 Chairman,
		Personnel Board
		 Town Manager

1. PURPOSE AND SCOPE

The purpose of this policy is to establish a mechanism of compensation for individual employees who assume additional committee, commission or board liaison duties and responsibilities that are above and beyond what would be reasonably expected as part of the duties of the employee's position. This policy shall recognize extra effort and commitment of individual employees who assume the added task of coordinating the involvement of the community, external agencies and agents and/or Town Departments or Divisions to achieve common goals and who function as the Town's official representative with the committee, commission or board; as designated by the Town Manager.

2. APPLICABILITY

This policy applies to exempt employees in the management, professional and technical classifications of the Town of Needham Classification & Compensation Plan.

3. POLICY

It is the policy of the Town of Needham to compensate employees who, in the sole discretion of the Town Manager, exceed the reasonable expectations of their position in serving as committee, commission and/or board liaisons, which involve a significant amount of meeting time beyond the normal business day. This compensation shall be in the form of a lump sum stipend up to \$1,500 per fiscal year, which may be renewed on an annual basis.

4. PROCEDURES

1. The Town Manager determines that a Committee, Commission or Board requires a liaison from the Town of Needham with the necessary professional, managerial and/or technical expertise to function to:
 - a. ensure Committee, Commission or Board compliance with the Open Meeting Law and any and all requirements under Massachusetts General Laws and applicable Town of Needham by-laws, policies and/or directives,

- b. maintain the necessary communication and coordination with town management to keep both town management committee/commission/board membership knowledgeable and up to date, and
 - c. provide the guidance and assurance for the committee/commission/board to progress to successful objective achievement.
2. The Committee, Commission or Board may be temporary or permanent in tenure and have a formal charge from the Board of Selectmen, Town Manager, or other Town of Needham Official to achieve stipulated goal(s) and/or objective(s) in no less than a three- month period of time.
 3. The Town Manger, at her/his sole discretion, determines that there is no existing position that can reasonably be expected to perform liaison functions as part of her/his position functions, duties or responsibilities and assigns this liaison function to a competent, qualified employee.
 4. This policy does not relieve employees with committee, commission or board assignments as part of their explicit or implied position responsibilities of this function, nor does it qualify such employees for additional compensation.