

VILLAGE OF NASHVILLE ANNUAL EMPLOYEE PAY RECOMMENDATION POLICY

The following policy insures a timely and complete process for Department Heads and committee use when determining annual pay recommendations for action by the Nashville Village Council. The policy will ensure that a recommendation will be made with sufficient time for the Village Council to review and act upon prior to commencing a new fiscal year.

Procedures to follow are:

- The Department Head prepares pay recommendations for the following fiscal year and presents that recommendation to the committee chairperson before the last full week in December.
- The perspective committee will meet with the Department Head and discuss the pay recommendations and then submit recommendations to the Finance Committee before the first council meeting in January.
- The Finance Committee or a temporary sub-committee appointed by the Village President with council approval will meet and make recommendations for pay increases for the following year. This will be completed not later than the second meeting in January.
- If an unforeseen problem arises that prevents the adherence to the above timetable for submission of pay recommendations, the Village President or President Pro Tem can grant approval for a delay until the next regularly scheduled council meeting. Request for a delay should be in writing to the Village Clerk as soon as possible.