

## DEPARTMENT HEAD ATTENDANCE AT COUNCIL MEETING POLICY

To ensure open communications between the Public Works, Police Department and the Nashville Village Council the Department Head or Acting Department Head of those departments will adhere to the following policy:

- Village Department Heads of the Public Works and Police Department, Acting Department Head, or in their absence, a designated representative, are required to attend the first council meeting of each month throughout the fiscal year.
- Each Department Head will submit a written report to the Village Council prior to the first meeting of the month, and if necessary be prepared to answer questions concerning that report by the Village Council.
- Compensation for meeting attendance will be made in accordance with current pay status (Hourly/Salaried) of Department Head. Hourly paid employees required to attend council meetings will be paid one-hour compensation at time and one half. After the Department Report portion of the agenda is completed the Department head is excused to leave the meeting.
- Council members should express their desire for a Department Head to remain at specific council meetings for their input on other agenda items during the “approval of agenda” portion of the meeting for proper documentation. If a Department Head is requested to stay at a meeting for a longer period of time by the Village Council, he will be compensated for the total period of time in attendance at time and one half.