

Town of Fair Haven
Elected Official Compensation Policy

It shall be the policy of the Town of Fair Haven that all salaried elected officials shall complete a salary request form (attached) prior to payroll processing.

In the case of an official who is eligible for a nominal annual salary (stipend), this request form shall be completed prior to the last regularly scheduled Board meeting in February for payment in the last Warrant in February.

In the case of an official who works regular weekly hours during normal Town Office hours, this request form shall be completed on a bi-weekly schedule which shall coincide with the Town's normal payroll activities

If an elected official is eligible for multiple salaries for separate elected positions, then both salaries shall be requested separately as appropriate. The form may also be changed to include two separate salary requests if appropriate.

This form is in no way intended to be in the form of a time sheet or a documentation of time spent completing one's duties.

In the case of an elected official receiving hourly pay for time spent completing their duties, the standard Town hourly time sheet shall be used.

TOWN OF FAIR HAVEN
SALARY REQUEST

Name: _____ Position _____

Week Ending _____ Total Request _____

Signature _____