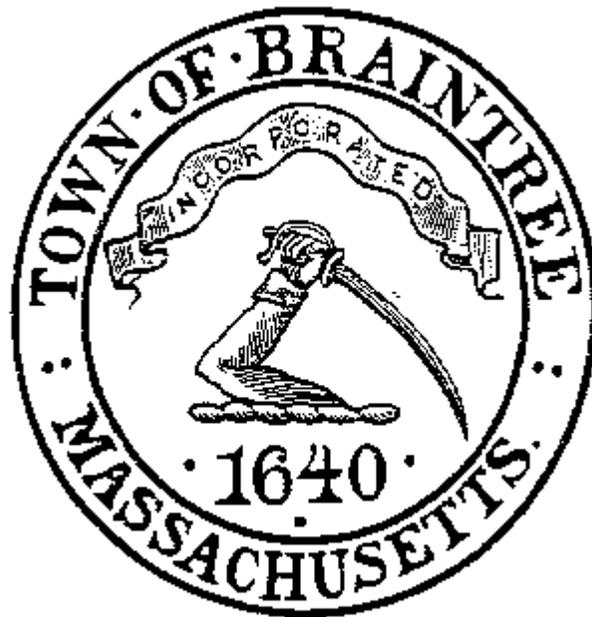


**BRAINTREE  
TOWN COUNCIL  
Policy and Procedures  
2013**



**BRAINTREE  
TOWN COUNCIL  
Policy and Procedures  
Table of Contents**

Policy & Procedure 1: Travel, Conferences and Meetings ..... 3  
Policy & Procedure 2: Storm Communications ..... 4  
Policy & Procedure 3: Council Employee Performance Evaluation Procedure ..... 5  
Policy & Procedure 4: Reappointment Policy for Officers appointed by Town Council ..... 5

## **Policy & Procedure #1**

### **Travel, Conferences and Meetings**

Travel for Town related business must be pre-approved during the budget process. The form entitled "Addendum A" shall be completed. For each conference or meeting attended, the form (Addendum A) requesting approval should be submitted accompanied with the budget. The form will ask for the following information: Conference Date, Description of Conference, Agenda or course description, number of days attended, relativity to job function, expected value to Council member or employee including continuing education credits, expected value to both the individual and the Town expressed both quantitatively and qualitatively, number of days out of the office, estimated costs broken out by lodging, travel, and conference/meeting expenses along with a comparison showing the most economical choice is presented for pre-approval. The form will be signed by the Council President if the budget is approved by the Town Council.

"All Travel that has been approved during the budgetary process must again be approved by a vote of the Town Council before each Council member or Employee(s) attends the specific meeting/training. It does not need to be referred to or voted a second time by the Ways and Means Committee, only the Full Council.

The Council President shall sign all requests for payment submitted to the Town Accountant.

At the conclusion of the conference or meeting, the attendee shall give a detailed summary explaining if the objectives of the meeting or conference were met and what was accomplished at the meeting or conference to the Clerk of the Council to be distributed to all Council members at their next meeting.

Unanticipated requests not approved during the budget process shall be pre-approved by the Town Council at one of its meetings.

Order 053 13: Approved December 9, 2013

## **Policy & Procedure #2**

### **Storm Communications**

The Mayor's office will designate a Point of Contact (POC) to be reached during business hours and non-business hours. Councilor's may contact this person and make inquiries on behalf of constituents with concerns or specific issues, and or seek information regarding storm or weather related event operations at that time. The (POC) will report back information and answers to each councilor's inquiry as soon as possible in a reasonable amount of time.

The Mayor's Office will provide an oral briefing within 12 hours or next morning business hours for all councilors on storm or weather event related information on town operations either in person or via conference call and answer Councilor's questions and inquiries.

In severe or serious weather conditions or events the Mayor's office shall consider utilizing one or more communications methods to notify the Council and public; reverse 911 calling, Town Website, twitter or any other electronic communication methods.

The Mayor's Office will provide a general written briefing to all Town Councilors on storm operations and informational updates within 72 hours of a storm or weather related event commencing.

Councilor Clifford commented that at some point he would like to have the Committee discuss a uniform format on all future policies.

In an effort to promote communication to and from the Mayor's office with councilors during storms or other weather related events, the following policy and procedure is put forward for consideration:

The Mayor's office will designate a Point of Contact (POC) to be reached during business hours and non-business hours. Councilor's may contact this person and make inquiries on behalf of constituents with concerns or specific issues, and or seek information regarding storm or weather related event operations at that time. The (POC) will report back information and answers to each councilor's inquiry as soon as possible in a reasonable amount of time.

The Mayor's Office will provide an oral briefing within 12 hours or next morning business hours for all councilors on storm or weather event related information on town operations either in person or via conference call and answer Councilor's questions and inquiries.

In severe or serious weather conditions or events the Mayor's office shall consider utilizing one or more communications methods to notify the Council and public; reverse 911 calling, Town Website, twitter or any other electronic communication methods.

The Mayor's Office will provide a general written briefing to all Town Councilors on storm operations and informational updates within 72 hours of a storm or weather related event commencing.

Councilor Clifford commented that at some point he would like to have the Committee discuss a uniform format on all future policies.

**Policy & Procedure #3**  
**Council Employee Performance Evaluation Procedure**

The Council President shall provide a copy of the Town's Employee Performance Evaluation Form to each Council Member not more than 45 days and not less than 30 days prior to the anniversary date of any employee directly managed by the Town Council. Council Members shall have 21 days from the date they were provided a copy of the form to complete. Members shall complete the form and return the form to the Director of Human Resources. Forms not received within the 21 day time period shall not be included in the summary score for the employee. The Director of Human Resources shall summarize all evaluations received during the 21 day time period and provide a copy of the summary evaluation to all Council Members. Upon a satisfactory performance evaluation, the Council President is granted the power to approve a one-step wage increase to the employee to be effective on the anniversary date. Any increase above one-step shall be referred to the Committee on Ways & Means and be presented to the full Council for consideration. (Passed in Council as Council Rule Fifty-Eight – September 7, 2010)

Order 12 001 Amended as Council Policy June 5, 2012

**Policy & Procedure #4**  
**Reappointment Policy for Officers appointed by Town Council**

Officers appointed by the Braintree Town Council (Section 2-8, Braintree Town Charter) shall be entitled to notice by a majority vote of the Town Council of reappointment or non-reappointment as the case may be, a minimum of thirty (30) days prior to the completion date of the appointment.

Each employee covered by this Agreement shall notify the Council President in writing of intent to accept or reject a reappointment within two (2) weeks of receipt of written notice by certified mail. Failure to notify of acceptance shall be construed to mean an appointee does not intend to return. (Passed in Council – December 7, 2010)

Order 12 001 Amended as Council Policy June 5, 2012