



**Good news to report.
By popular member demand, the Wage Survey is back!
It's Simplified. It's Streamlined. It's More User-Friendly.**

And it Needs YOUR INPUT!

This year we ask that when you update your municipal roster for the *New Hampshire Municipal Officials Directory*, you simultaneously include this new wage data too.

By updating your local municipal roster, you help us maintain the 2020-2021 *New Hampshire Municipal Officials Directory* as a valuable member resource. NHMA relies on this vital contact information to reach municipal officials and staff with timely information regarding available training, programs and services as well as important legal and legislative updates throughout the year. You will also be able to update who receives a complimentary *Town and City* magazine subscription as part of your membership with us.

**PLEASE UPDATE MUNICIPAL ROSTER AND COMPLETE WAGE SURVEY BY
MAY 31ST!**

IMPORTANT STEPS FOR 2020 MUNICIPAL DIRECTORY AND WAGE SURVEY

STEP ONE: *Go to Manage Organization*

Please log onto www.nhmunicipal.org and go to Manage Organization in the Members Features box. This is the section where you confirm office hours, mailing address, email information, website address, etc. pertaining to your local municipal operations.

If you don't know who in your city or town has access to do this, please contact Judy Pearson, Member Services Coordinator, at jpearson@nhmunicipal.org or 230.3355. If you don't see the Member Features box above, please hit the NHMA logo in the upper left-hand corner like a "reset" button, the Member Features box should "reappear" upon refreshing the page by hitting the NHMA logo. If not, please contact Judy Pearson.

Under Manage Organization, you will see a new screen regarding employee benefits. Please indicate whether your city or town has any collective bargaining agreements, whether it offers health insurance to employees, and what is the percentage of employee contribution toward health care coverage.

STEP TWO: *Go to Manage Officials*

Under Manage Officials, we ask that you update, add, remove, and update the names and contact information of your local municipal roster due to the most recent election.

For each municipal employee/position on your municipal roster, you will see a new screen asking if this position is paid hourly, by salary, or by stipend. The last cell asks for the dollar amount of this wage type.

That's it! It's that easy!

Please ensure that your submission is made no later than May 31, 2020.

Thank you in advance for your time and efforts by updating your municipal roster and by completing this basic wage survey.

It is only due to your participation that we are able to provide this valuable business management tool to our membership.