

Policy: Employee Hiring

Revision Date: 9/6/2014

Effective Date: 9/16/2014



- Vacant positions will be filled with the approval of the Selectboard.
- Job postings to fill permanent positions will be posted through one or more public advertisement mechanism, outlining position to be filled, normal hours, expected duties, and necessary qualifications.
- All interested people must fill out an application which included past employment history, qualifications for the open position, and work references.
- Applications will be reviewed by the competent authority for purposes of selecting interview candidates and performing reference checks.
- Department Head interviews will be conducted with an optional interview committee – two or more individuals having competency in making judgments on qualifications.
- A job description will be used as one tool in determining whether the candidate meets the needs of the town in the vacant position. If no job description is available, or if it is outdated, a new one will be created and submitted for review to the Selectboard by the hiring manager before interviews are conducted.
- No questions regarding personal matters of a candidate, not directly pertaining to the performance of the job being filled, will be asked. The sole purpose of the interview is to determine the best qualified candidate who can fulfill the duties of the position.
- No person related to an applicant may be a part of the interview committee, nor advise members of the committee on their choice, as it relates to the relative.
- When the Hiring Manager or interview committee is satisfied that it has a viable candidate that it wished to hire, that committee will present that person's materials to the Selectboard for final approval. The Selectboard may choose to meet the individual in this approval process.
- No candidate for employment may be chosen for a position where they either report to a person related to them, or supervise a person related to them. There is an inherent conflict of interest possible in this situation, and must be avoided.
- When the final candidate has been selected, offered and accepted the job, there will be a thorough orientation conducted by the supervisor(s)/department head of the new employee.
- The employee's pay rate will follow the town's outlined Salary Schedule.
- A probation period of 90 days will be in effect, where the employee's skills and performance will be evaluated. A written evaluation will be performed by the supervisor(s) within 90 days. Failure to meet position standards during this period will result in an extension of the probation period or termination, as determined by the supervisor. If probation is extended, and the employee does not meet the needs of the town during this extension, the employee will be terminated.

Temporary/Seasonal Employees

- Temporary or seasonal positions will be posted locally for a period of at least 10 days.
 - Candidates applying will be considered on the merits of their similar experience and ability to perform the job.
 - The final candidate (or paperwork) will be presented to the Selectboard with the recommendation of the supervisor for hire.
 - The number of hours, and the duration of employment will be clearly outlined at the beginning of employment in writing. No employee will be extended past this period without recommendation of the supervisor and approval of the Selectboard.
 - Temporary appointments must not exceed six (6) consecutive months.
 - Temporary employees will not be qualified for permanent employee benefits.
 - Temporary employees will not work over 40 hours in any work week.
 - Temporary employees will be paid at the entry level rate of the position to which they are appointed (as identified in the Classification Plan and Salary Schedule).
 - Temporary employees will not be eligible for Holiday time.
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- Each department will maintain an employee file with all pertinent employment information for the duration of the person's employment. There will also be an employee file kept in the Selectboard's office with similar information.

Approvals:

Bill Levakis: _____ Date: _____

Adam Dolby: _____ Date: _____

Andy Montanaro: _____ Date: _____