

2.0 HIRING POLICY

The following procedures shall be used in filling all vacancies or newly created positions with the Town, with the exception of seasonal YCC or summer youth.

- A. Department head requisitions position
- B. Personnel Office staff advertises position, internally and/or externally, as applicable.

(Some vacancies may only require internal advertisement.) Personnel Office staff screens applications received, and separates those which do not meet the minimum requirements of the vacant position.

(This will in no way violate the Americans with Disabilities Act.)

C. A screening committee will be appointed by the department head of the vacant position, or the Town Manager when the vacancy is a managerial position.

D. The screening committee will consist of department head or designee and at least two other members. The screening committee will:

1. Interview only those internal applicants whose applications met the minimum requirements for the job, and the best qualified, external applicants, as determined by the selection committee, not to exceed five, unless more than one vacancy is being filled.

Note: Applicants should not be questioned about items not relevant to their ability to perform the job. The same general questions should be asked all applicants interviewed for a specific position.

2. Test, dependent upon department rules, if appropriate.

3. Department head, or designee, checks job-related references (minimum of three) of applicant being recommended for the vacancy

E. A recommendation, in writing, and supported with tangible evidence, i.e., application, test results, reference checks, answers to interview questions, verification that all minimum requirements are met, is submitted to the Personnel Officer for her/his review, and she/he either concurs with the recommendation or requests additional justification. (Recommendation must be kept confidential until the Manager approves it.)

F. Personnel Officer's concurrence or non-concurrence, along with recommendation and supported documents are forwarded to the Town Manager for his review and approval/disapproval.

G. If the recommendation is rejected, other candidates are recommended until the Manager accepts the recommendation.

H. If the recommendation is accepted, the Town Manager in cooperation with the department head and personnel staff, establishes the starting salary, and authorizes the department head to offer the job, contingent on passing a physical exam and drug and alcohol test, and the results of a driver's license check. The Town will ensure compliance with the Americans with Disabilities Act, per Section 1.1.

I. Personnel staff will schedule an employment physical examination for new employee.

J. If the person recommended fails to pass the physical exam and/or the drug and alcohol test, or if the person has an invalid driver's license or is deemed uninsurable due to his driving record, the department head makes a new recommendation and the procedure set forth herein is followed until the position is filled.

J. Personnel staff will notify all applicants of the results.

2.1 PREFERENCE TO TOWN EMPLOYEES

Existing employees may apply for any position for which applications are being taken and for which the employee meets the minimum qualifications. If an applicant who is not an existing employee and an applicant who is an existing employee have equal qualifications, preference will be given to the Town employee, provided the employee also meets the requirements of Section 3 Plan adopted as Resolution No.95-15, which requires that preference in hiring be given to lower income persons (not to exceed \$19,120) residing in the Town.