

SEEKING AUTHORIZATION TO FILL OPEN POSITIONS

Coverage

All employees of the Town as defined in Section 1-4B above.

Policy

The Town is committed to personnel practices and policies that endeavor to attract and employ qualified persons, and to act affirmatively in providing maximum opportunities to all persons regardless of membership in a class protected by law, or any other factor or condition proscribed by federal or state law, or other non-merit factors and with proper regard for privacy and lawful rights for all positions and provide equal treatment in all aspects of personnel management.

Recruitment Process

A. Notice of Vacancies

Whenever a Department Head or other Appointing Authority seeks to fill a newly created position, or to fill a vacant existing position, a fully completed Personnel Requisition Form (PRF) and a detailed job description shall be prepared and presented in writing to the PPPB in order to ensure compliance with the Personnel By-Law, Rules and Regulations, and state and federal laws and to determine, if warranted the appropriate pay rate for the said position:

- 1. The job description shall include job title, the specific duties, tasks, and responsibilities of said position, and specify any and all special training, related work experience, certifications, educational requirements, special skills, physical abilities and licenses that the position requires. In addition, the job description shall set forth any residency requirements, and any need for the incumbent to be available to work unusual hours and all other requirements that are essential to the performance of the work involved.*
- 2. The PRF for newly created positions only, should include the job title, reason for the requisition, anticipated start date, pay scale, number of hours per week, expense account line number, source of funds and the annual expense amount.*
- 3. The PRF with the job description attached shall be initialed by the Accountant to verify the availability of funds and submitted to the PPPB for job scoring, if applicable. The requesting Department Head or Appointing Authority, or their designee, shall meet with the PPPB, if warranted, in order to participate in the scoring process to establish the appropriate wage rate for the position.*
- 4. The Department Head or Appointing Authority shall also submit with the PRF, a copy of the notice he/she proposes to publish when advertising for job applicants. The PPPB has the right and responsibility to offer input into the content of the advertisement to ensure it adheres to these Rules and Regulations.*
- 5. The PPPB may remand the PRF and/or the job description if, in its opinion, the documents are incomplete, or require further information. In addition, the PPPB may identify issues that may warrant further attention, such as, but not limited to, conformance with the Towns Personnel policies or state or federal laws. The PPPB and Appointing Authority shall seek to resolve such issues, but should such resolution not be possible, the PPPB shall note on the PRF its concerns, reservations, and recommendations, when the PRF is forwarded to the Finance Committee and to the Select Board.*
- 6. The PRF will be presented to the Finance Committee, which shall review the matter in accordance with its procedures before the matter is submitted to the Select Board. The Department Head or Appointing Authority may wish to be present during the review of the PRF by the Finance Committee in order to answer any budgetary questions to avoid potential delays in the process.*
 - a. The Select Board has the final authority to approve, amend, or disapprove the PRF, with or without modifications. NO ADDITIONAL ACTION ON THE PRF MAY BE TAKEN UNLESS AUTHORIZED BY THE SELECT BOARD.*

B. Posting and advertisement of job vacancy notices

Advertising should be adequate to ensure that a sufficient number of qualified applicants apply for available vacancies. In all circumstances, after approval by PPPB and Select Board, Department Heads or Appointing Authorities shall ensure that notices of vacant positions be posted for a minimum of fourteen (14) days on the Town Hall bulletin board, Town's Website and on the Town's social media page. In addition, job vacancy notices may be placed in a local newspaper, or on other locations as needed. The posting period may be extended and advertising reinitiated if initially there are too few qualified applicants.

1. There may be times in which a position may be filled through the promotion of an eminently qualified current employee, or in which the Select Board determines that in the best interests of the Town an internal posting is preferable.
 - a. A promotion, without a formal posting, may be contemplated by the Select Board, upon recommendation by the Department Head, and the PPPB, when a higher rated job within a department is vacated and there is only one person in a subordinate position within the same department who is fully qualified to assume the higher position, by virtue of meeting all the educational, credentialing, certification and other requirements specified in the respective job description, and whose past work performance is of consistently high standards. A promotion under this provision shall be permitted only in circumstances in which the PPPB and the Select Board are convinced it would be in the best interest of the Town and a decision not to use promotion to fill a vacancy shall not be deemed in any way as reflecting negatively on any employee.

When more than one qualified individual is employed in the department in which a vacancy occurs, or in another department of the Town in a capacity that requires similar skill sets, the Department Head and the PPPB may recommend to the Select Board that the posting to fill the said vacancy shall be limited to current employees of the Town, who meet the requirement of the vacant position as set forth in the respective job description. A decision by the Select Board to require a traditional posting shall not be deemed in any way as reflecting negatively on any employee.