

# **Selection and Employment Policy**

## **Purpose**

The purpose of this policy is to allow the Town to recruit and select an employee that will best benefit the Town and allow for the best candidate to become an employee of the Town.

## **Recruitment**

All job openings for full time and part time employment shall be advertised in newspapers and various areas within the Town of Randolph. Temporary employees are exempt from recruitment as they are hired as seasonal employees and as needed.

## **Application and/or Resume**

Each applicant shall submit a written application and/or resume as well as other pertinent information regarding their training and experience. The Mayor shall make appropriate inquiries to verify experience, character, education, and history of any applicant.

## **Interview**

Those full time and part time applicants selected for an interview will appear before a panel of interviewers made up of the Town Council and Mayor who will ask questions which are pertinent to the performance standard for the position in question. Temporary employees will be interviewed by the Mayor and supervisor in their related area.

## **Selection & Appointment**

### **A. Selection**

1. Selection will be based on each candidates ability to perform the duties set forth in the Performance standards.
2. Any application may be rejected if the applicant:
  - a. is found to lack the qualifications prescribed for filling the position;
  - b. cannot perform the essential functions of the position;
  - c. is engaged in the illegal use of drugs or intoxicants;
  - d. has a record of unsatisfactory employment;
  - e. has been convicted of a felony;



- f. has attempted to practice deception or fraud in the applicant's application or examination;
  - g. has otherwise violated provisions of these rules and regulations.
- 3. Final selection of applicant will be as follows:
  - a. Ground Water Technician will be selected by the Mayor and Town Council subject to approval of the State Division of Drinking Water.
  - b. Maintenance Technician will be selected by the Mayor and Town Council.
  - c. Town Clerk and Office Staff will be selected by the mayor and Town Council.
  - d. Any part time Maintenance workers hired as summer help will be selected by the mayor subject to the approval o the number of employees the budget may allow.
  - e. Any other workers not specific to the above mentioned, at a later date can be added and selected by the Mayor and Town Council.

**B. Enrollment of New Employees**

- 1. New employees will fill out all necessary paper work on their first day of hire. This will include the 1-9 form "Employment Eligibility Verification Form."
- 2. Each employee will receive a personnel handbook. It is the employee's responsibility to read and understand this handbook. They will be asked to sign a statement to indicate that this has been done.
- 3. It is the employee's responsibility to keep this handbook up-to-date as changes are made and copies of the pages containing these changes are made available to the employee.

**C. Initial Employment Period**

During the first six(6) months of employment, employees shall demonstrate their ability to satisfactorily perform their job duties. Within this period the employee may be advance or demoted, laid off or terminated at the mayors discretion.

Employees terminated within the initial employment period shall not be entitled to any accrued benefits from the town. Any reference to the initial six-month period shall not be construed to grant an employee a term of employment equal to that period, but



instead is that period during which the employee's suitability for his or her job is assessed.

**D. Types of Employment**

1. **Temporary** – Refers to employees hired to work for a limited period of time. Temporary employees are not entitled to fringe benefits.
2. **Part Time** – Refers to employees who work less than the normal 40-hour work week. Part-time employees are entitled to limited fringe benefits, such as paid time off for holidays and State retirement.
3. **Regular** – Refers to employees who work a minimum of forty hours per week. Regular employees are entitled to fringe benefits as outlined in this handbook.

**Personnel Files**

**A. General**

1. Personnel files are maintained on each employee and are kept by the Mayor. The record copy of all personnel information related to an employee shall be filed in the employee's personnel file.
2. No information from any record placed in an employee's file will be communicated to any person or organization except by the Mayor or an employee authorized to do so by the Mayor.
3. An employee or his or her representative designated in writing may examine the employee's personnel file upon request during normal working hours at the Town's Office. When someone requires access to the personnel file of an employee for the handling of personnel matters, they must obtain authorization from the Mayor, or the Mayor's designee.

**B. Contents of Personnel File**

An employee's personnel contains:

1. An employment record: application for employment, resume, interview forms, I-9 form, ect.



2. A signed copy of the employee's acknowledgement of receiving a copy of the personnel policies manual and the performance standard for the position her or she currently occupies.
3. All personnel action forms.
  - a. Performance evaluations
  - b. promotions or transfers
  - c. Salary rate changes
  - d. Reprimands or disciplinary action forms
4. Any information the employee wants included in response to any of the above actions.
5. Records of citations for excellence or awards for good performance
6. Record of any certification regarding his or her job.
7. Record of any other pertinent information having a bearing on the employee's status.