

**TOWN OF TISBURY
PERSONNEL BOARD/PERSONNEL DIRECTOR**

RECRUITMENT AND APPOINTMENT POLICY

Conflicting provisions contained in collective bargaining agreements shall supersede the provisions in this policy to the extent required by law.

A. POLICY

The Town shall make every effort to attract and employ qualified persons. Every person, regardless of their race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law applying for employment in the Town will receive fair and equal treatment. The Town shall recruit persons from a wide geographic area and will use a variety of recruitment tools to assure that qualified candidates are attracted for various positions. The recruitment, selection, and promotion of candidates and employees shall be based solely on job related criteria as established in the position descriptions and in accordance with proper personnel practices and the principles and practices of Equal Employment Opportunity and Affirmative Action.

B. VACANCY

Positions subject to this policy shall be reviewed by the Personnel Director when they become vacant. Not all vacancies will be filled after being reviewed. If the knowledge, skills and abilities of the position have changed, appropriate changes shall be made to the position description.

C. RECRUITMENT

Recruitment of a position shall not begin until the job vacancy notice is approved by the Personnel Director. The Personnel Director shall determine if the position will be filled internally by promotion or recruitment. If recruitment is used, the following process will be followed:

1. Notice of Vacancies. The job vacancy notice shall include: the job title, summary of duties, qualifications, salary level and range, a closing date for applications and application instructions.
2. Posting and Advertisements of Job Vacancies. Notice of vacancies shall be concurrently posted in a conspicuous public place and advertised locally and on-line. Advertising should be adequate to ensure that a sufficient number of qualified applicants apply for available vacancies.
3. Applications. All candidates applying for employment in the Town shall complete an official Employment Application Form and a Release and Authorization for Investigation and Reference Check. Each applicant shall sign the form and the truth of all statements shall be

certified by the applicant's signature. All applications shall be filed at the office of the Human Resources Director.

4. Interviews. Standardized interviews of selected candidates shall be conducted by the department head, Personnel Director or designee, and any other department heads relevant to the position. Questions shall be standardized and asked of each candidate.

5. Examinations. The Personnel Director may require an examination as one part of the selection process. Examinations may be written, oral, practical, or any combination thereof, and shall be relevant to the requirements of the position.

6. References. A candidate's references from current and former employers, supervisors, and others are considered an important part of the selection process. Refusal to provide consent to contact references may result in the application being denied further consideration. References and other background investigations, such as credit checks when applicable, shall be documented and made part of the applicant's file. All reference checks and investigations shall be completed prior to the offer of employment.

7. Employment Eligibility. All persons selected for employment with the Town must meet employment eligibility requirements in accordance with applicable Federal and State laws and regulations. New employees must provide proof of authorization to work in the United States prior to beginning employment with the Town as mandated by Federal law. After making an offer of employment, the Town will verify the candidate's eligibility to work in the United States, using the "Employment Eligibility Form" (I-9 Form).

Prospective employees must sign the I-9 Form and provide the appropriate documentation no later than the first day of employment and prior to beginning work. All offers of employment are contingent on the candidate's providing the Town with the appropriate documentation prior to being placed on the payroll and beginning work.

8. Application Records. The application, reference checks, and related documents submitted shall be maintained by the Personnel Director for the period required by law. The Town shall make a reasonable effort to maintain the confidentiality of the application records.

D. OFFER OF EMPLOYMENT

All offers of employment shall be made in writing by the Personnel Director or Appointing Authority. The written offer of employment shall include the salary, the starting date and any conditions of employment not covered in these personnel policies and procedures. All offers are conditional, subject to the satisfactory completion of pre-employment requirements set out in the offer letter. Such requirements may include a drug screen, a CORI check and a pre-employment physical. A current license must be provided when applicable.

E. PROBATION

All newly appointed and promoted employees shall be required to complete successfully a probationary period in a new position to begin immediately upon the employee's starting date or promotion date and continue for a six (6) month period. This probationary period may be extended up to three additional months, upon written approval of the Personnel Director who will notify the appointing authority. Conflicting provisions contained in collective bargaining agreements shall supersede the provision in the policy to the extent required by law.

An employee may be terminated for any legally permissible reason, with or without cause prior to the end of or upon the conclusion of his probation period. A probationary employee so terminated during his/her probationary period will have no access to the appeals procedures of these Policies. An employee who was promoted then terminated may be eligible for re-hire in the position held prior to the promotion, at the discretion of the Personnel Director. The probationary period shall be utilized to help new and promoted employees achieve effective performance standards. The probationary period shall be used by the department head to observe and evaluate the employee's conduct and work habits. Upon the expiration of the probationary period, the department head shall notify the Personnel Director in writing that:

The employee's performance meets satisfactory standard and the individual will be retained in the position or the employee has been terminated as of a specific date.

F. SALARY INCREMENTS/BENEFIT LEVELS

Employees shall be employed at the minimum rate of their grade unless the Personnel Director authorizes a higher starting rate. Salary steps shall increase in the amount indicated by the pay schedule and shall be paid to employees each year on the anniversary date of employment, upon approval of the appointing authority, until the maximum for their grade is reached.

G. PRE-EMPLOYMENT PHYSICAL EXAMS

A physical examination may be mandatory before the employment of any full-time or regular part-time person in any position covered by the Personnel Policies and Procedures. The Town shall pay the fees for such examinations. The scope of the examination shall be appropriate to the work to be performed and shall be conducted by a physician designated by the Town.

H. FAILURE TO REPORT

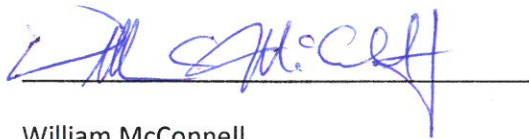
An applicant who accepts an appointment and fails to report to work within Three days after the date set by the appointing authority shall unless such absence is approved by the appointing authority in writing, be deemed to have declined the appointment and the offer of employment shall be withdrawn.

APPOINTMENT

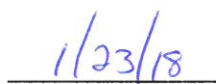
All appointments shall be made in writing by the appointing authority and shall be subject to the limitations of its appropriation. The written notice of appointment shall include salary, the starting date, and appropriate additional information. Copies of notice of appointment shall be provided to the Personnel Director. Any new or existing hires who have authority to enforce regulations must also be brought before the Board of Selectmen to be appointed and then must be sworn in by the Town Clerk.

Any employee with a question regarding this Policy should contact the Personnel Director.

This Policy replaces existing policy 4.0 in the Personnel Manual. The Personnel Board adopted this policy January 18, 2018. To take effect on February 1, 2018.



William McConnell



Date



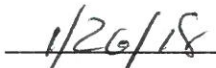
Jack Rollins



Date



Barbara Fortes



Date