

CHAPTER 3 - PRE-EMPLOYMENT, RECRUITMENT, SELECTION, PLACEMENT

A. Procedures for Filling Vacancies

When a vacancy occurs, the appropriate Department Head will notify the Town Manager and the Human Resources Director. Once the Town Manager has been notified, the Department Head and/or Human Resources Director will initiate the recruitment process. After the position has been filled, a Personnel Action Form must be submitted to the Town Manager for final hiring approval with a signed copy submitted to the Human Resources Director.

B. Recruitment

1. The primary objective of the Town's recruitment and selection program is to employ the applicant best suited for each vacancy on the basis of his/her qualifications for the position without regard to race, color, age, sex, national origin, religion, marital status, sexual orientation, disability or other legally protected class. The Town is an Equal Opportunity Employer (EOE). At the same time, the Town encourages internal promotion and transfer providing such promotion or transfer does not conflict with the primary objective of hiring the best possible applicant for each vacancy. Vacant positions may be advertised as "internal" and/or "open competitive". For internal positions, only applications submitted by Town employees will be considered. For "open competitive" positions, both Town employees and external applicants will be considered.
2. Town Department Heads may recommend employees for hire for their departments as authorized by the Town Manager, provided:
 - a. The position vacancy has been advertised in the appropriate venues and held open at least ten (10) working days;
 - b. Applications have been received;
 - c. Personal, employment interviews have been conducted;
 - d. The prospective employee passes all required pre-employment physical examination(s) (when applicable) performed by a physician designated by the Town and at the expense of the Town; and

- e. All required background investigations have been completed at the expense of the Town.
- 3. All appointments of personnel must be made by the Town Manager prior to the commencement of employment.
- 4. All prospective employees must comply with the following requirements prior to commencing employment:
 - a. Submit a properly and legibly completed application form;
 - b. Submit a resume if requested;
 - c. Submit a cover letter if requested;
 - d. Satisfactorily complete any written, oral or physical tests; and
 - e. Submit all required diplomas, degrees and certificates.
- 5. The Department Head and/or Town Manager may reject applications for any of the reasons listed in the following subsections, and may likewise cancel the eligibility of the applicant. The Department Head and/or Town Manager may also take action for dismissal from service if they have already received an appointment when any of the following findings are made:
 - a. The applicant is found to lack any of the established qualification requirements for the position to which they seek appointment;
 - b. The applicant has made a false statement in his/her application with regard to any material facts; and/or
 - c. The applicant has practiced or attempted to practice any deception or fraud in his/her application, in a pre-employment test or in securing eligibility for appointment.

C. Examinations

The relative fitness of applicants for appointment or promotion may be determined by competitive or qualifying assembled or unassembled examinations, which may consist of an evaluation of the applicant's education and experience, written tests, performance tests, personal interviews and such other techniques as are designed to determine the qualifications of applicants to perform the work satisfactorily.

D. Documentation of New Hire

Each step involved in the selection process shall be documented and recorded. These records shall be kept on file for a period of not less than six (6) months and shall be used to substantiate and support the employment decision in the event of inquiry.

E. Promotions

1. A promotion shall be recommended in writing by the Department Head to the Town Manager at least two (2) weeks prior to the effective date. The recommendation shall list in full the reasons for the requested promotion. No promotion shall become effective without the approval of the Town Manager.
2. When an employee is promoted or his/her position is reclassified, the employee may receive the minimum rate for the new classification.

F. Transfers

The transfer of an employee from one department to another may be made only with the consent of the Department Heads involved and the Town Manager.

G. Resignation

Employees who plan to resign voluntarily shall notify the Town of their intention in a letter to the Department Head. The letter should state the employee's reason for his/her resignation and the effective date of resignation. A minimum of two (2) weeks' notice is required.

H. Layoffs

1. When it is necessary to reduce the number of employees on the Town payroll because of lack of work or funds, the Town Manager may make a thorough investigation of the problem.
2. The analysis of proposed layoffs will consider first the types of activities to be curtailed and the positions thereby affected, and will then proceed to the selection of individual employees to be released.
3. In consideration of a layoff or personnel reduction, the following factors may be considered:
 - a. Employees' length of service, performance evaluations, skills and credentials shall be among the factors in determining the order in which the employee should be released;
 - b. The advisability of demoting employees in higher classifications to lower classifications for which they are qualified and laying off those in the lower classifications will also be considered; and
 - c. All other things being equal, consideration will be given to the employee's length of service (seniority) with the Town in determining layoffs.