



TOWN OF SUNDERLAND

POLICY PERSONNEL RECRUITMENT AND SELECTION

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. Persons shall be recruited from a geographic area as wide as necessary 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 description and in accordance with proper personnel practices and the principles and practices of Equal Opportunity and Affirmative Action.

B. VACANCY

Upon becoming vacant, positions subject to this plan shall be reviewed by the Town Administrator. If the knowledge, skills and abilities of the position have changed, appropriate changes shall be made to the job description and referred to the Personnel Committee for review and approval and subsequent recommendation to the Board of Selectmen or appropriate appointing authority.

C. RECRUITMENT

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

- 1. Notice of Vacancies:** The job vacancy notice shall include: job title, summary of duties, qualifications, salary level and range, if applicable, 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 in a newspaper of general circulation locally and/or 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 Employment Application 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 Town Administrator.
- 4. Interviews:** Standardized interviews of selected candidates shall be conducted by the department head, Town Administrator and/or an appropriate designee. Questions shall be standardized and asked of each candidate.
- 5. Examinations:** A candidate's references from current and former employers, supervisors, and others are considered an important 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

applicants 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, and prior to beginning work. All offers of employment are contingent on the candidate 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 Town Administrator for the period required by law. The Town shall make a reasonable effort to maintain confidentiality of the application. Records.

D. OFFERS OF EMPLOYMENT

All offers of employment shall be made in writing by the Town Administrator 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. Appointments require the vote of the Board of Selectmen or designated appointing authority. Employees must also take the Oath of Office with the Town Clerk before acting in any capacity for the town. 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 pre-employment physical.

E. 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 the physician designated by the Town.

F. PROBATIONARY PERIOD

During the probationary period, the employee may be terminated for any reason or no reason, so long as it is not unlawful.

Adopted by the Board of Selectmen: Nov. 23, 2015