



**Town of Pittsfield
Board of Selectmen
Town Hall, 85 Main Street
Pittsfield, NH 03263**

**POLICY STATEMENT
RECRUITING AND EMPLOYMENT**

1. PURPOSE

To define the policy of the Town of Pittsfield concerning the recruiting and employment of individuals for non-elected positions.

2. POLICY

- A. To recruit and consider candidates without regard to sex, age, race, color, religion, country of origin, qualified handicap or other reasons unrelated to the ability to perform the requirements of the job.
- B. To employ individuals who meet the physical and mental requirements, and who have the education, training and experience, established and necessary for the performance of the job, at the minimum rate as may from time to time be established, without regard to age, race, color, religion, country of origin, sex, except where sex is a bona fide occupational requirement, or other reasons unrelated to ability to perform the requirements of the job; and to give consideration to the employment of the qualified handicapped, older or disadvantaged candidates.

3. APPLICATION

This policy shall apply to all positions under the jurisdiction of the Board of Selectmen and to other non-elected positions on acceptance by the appropriate Board, Committee or Commission.

- A. Boards, Committees, Commissions or Departments having a vacant position to be filled shall complete an Employment Requisition Request and forward it to the Town Administrator with the necessary approvals. Such approvals shall include the signature of the Department Head or Chairman of the Board, Committee or Commission.
- B. Upon receipt, the Town Office will prepare a Job Posting Notice for posting to notify current employees of the job opening and to afford them an opportunity to apply for the position. Postings shall be placed on Department bulletin boards for three work days during which time current employees who

meet the written qualifications contained in the posting may apply and be interviewed for the open position.

C. If the appropriate management personnel determine there are no qualified candidates within the existing employees who have applied, the Town Office will recruit candidates to fill the position.

D. The Town Office will refer applicants to the appropriate manager for interview and will screen candidates at the request of the individual having authority to hire.

4. INTERVIEW REPORT

All persons interviewing candidates shall complete and file as soon as possible a report of the interview for each individual interviewed, together with the written recommendations of the interviewer.

5. REFERENCE CHECKS

The person having responsibility and authority for hiring shall check the applicant's references and shall produce a written report of the findings to be included with the interview report.

6. HIRING

Candidates whose reference checks and interview recommendations are highly favorable shall be referred to the hiring authority who shall make the final selection of the individual to be employed. In the event the candidate declines the offer of employment, the hiring authority shall repeat the appropriate parts of the foregoing procedure.

7. ADMINISTRATIVE MATTERS

Upon commencement of employment, new employees shall report to the Selectmen's Office to complete necessary papers for insurance, income tax withholding, and other administrative matters.

8. ENFORCEMENT

The Town Administrator is responsible to the Board of Selectmen for the administration of and assuring compliance with this policy and procedure.

Appropriate management personnel are responsible for complying with this policy and procedure and for determining who shall be hired.

APPROVED:

Paul A Richardson, Chairman

Frederick T Hast

Stephen J. Catalano

BOARD OF SELECTMEN

Date Approved: 10/21/97