

Town of Northfield Hiring Policy

Purpose

It is the purpose of this policy to ensure that all recruitments are conducted in a fair and equitable manner, in a manner consistent with all State and Federal regulations and in a manner that best serves the citizens of Northfield.

Procedures

The procedures for filling vacancies are:

I. Determining Need for Recruitment

The Department Head shall notify the Board of Selectmen of a vacancy as soon as possible.

No recruitment activities shall commence until the Board of Selectmen has completed the following:

- a. Determined whether a recruitment is necessary to fill the vacant position
- b. Reviewed the job duties and established a job title, job description and pay range consistent with Northfield's Pay and Classification Study
- c. Established a target hiring date
- d. By majority vote, authorized the Department Head and Town Administrator to recruit for the position.

II. Advertisement

Once authorized to do so the Department Head and the Town Administrator shall advertise the vacancy as directed by the Board of Selectmen

Advertisements shall run a minimum of two days and, when a closing date is specified, shall give prospective candidates a minimum of seven days to respond.

III. Recruitment Process

1. Recruitments may be advertised with a specified closing date or open-until-filled, at the discretion of the Board of Selectmen.
2. All application materials are to be received by email to the Town Administrator, by mail to the Town Administrator, Northfield Town Hall, 21 Summer Street, Northfield NH 03276, or delivered personally to the Town Administrator by the closing date (if applicable). The Town Administrator shall record the arrival date of all application materials and shall not accept any submissions postmarked or received after the closing date (if applicable).

3. The Town Administrator shall provide the Department Head with copies of all applications received in a timely manner. The Town Administrator and the Department Head shall review the application materials to determine which applications are complete. Applicants filing incomplete applications will be given the opportunity to correct their applications. All complete applications shall be provided to the Head of the Department in which the vacancy exists and Selectmen's liaison to the Department.
4. The Department Head and the Selectmen's Liaison shall review the applications of qualified applicants and select candidates for interview. Interviews shall be conducted by the Department Head and the Selectmen's Liaison, who shall have the discretion to include additional personnel in the interview panel.

Exception: The Chief of Police is authorized to assemble an impartial panel of law enforcement professionals to conduct initial applicant interviews and to conduct any physical and other tests required by the State of New Hampshire for the recruitment of police officers.

5. After completing the interviews the Department Head and the Department's Selectmen's Liaison shall recommend a candidate to the Board of Selectmen.
6. The Selectmen's Liaison or his designee may participate in the recruitment and interview process at their discretion.

IV. Selection

The Board of Selectmen has sole authority to hire an employee. When presented with a recommended finalist the Board of Selectmen shall either accept or reject the recommendation.

If the Board of Selectmen accepts the recommendation it shall stipulate a salary or hourly wage and authorize the Department Head to present a written conditional offer of employment to the candidate. The conditional offer of employment shall include, but may not be limited to: the starting rate of pay, the proposed first day of employment, the name of the position offered, reference to the policies governing terms and conditions of employment, probationary period, pre-employment testing requirements, and authorization to conduct employment background check.

If the Board of Selectmen rejects a recommended candidate the Department Head and his or her Liaison shall recommend another candidate to the Board of Selectmen if another suitable candidate is available.

Once all pre-employment testing has been complete the Department Head shall so notify the Board of Selectmen which may either authorize a final offer of employment or withdraw the conditional offer. The Board shall not authorize the final offer of employment of any individual until the conditional offer of employment and all pre-employment testing and other requirements have been completed.

Once the Selectmen have approved the final offer of employment, the Department Head shall notify all other candidates who were interviewed that they were not selected.

V. Initial Start Date and Orientation

Police Department employees shall not start work until all pre-employment testing is complete and a final offer of employment has been offered and accepted. All other employees may, at the discretion of the Board of Selectmen, start work upon acceptance of a conditional offer of employment with the mutual understanding that if the conditions specified in the conditional offer of employment are not satisfied within the timeframe specified then the conditional offer of employment is immediately withdrawn and the employee is no longer employed by the Town of Northfield.

On their first day of employment, employees shall complete all new-hire paperwork and the employee's supervisor shall conduct a new employee orientation. Orientation shall include, but is not limited to, review of Northfield's Employee Handbook and review of safety procedures. Department Heads may, at their discretion, cover additional topics in the employee orientation.

All new hire paperwork shall be forwarded to the Account Clerk/Secretary within 24 hours of the new employee's first day of employment.

VI. Probationary Period

It is the Town policy that all new employees will have a period of adjustment and assessment of the extent to which the employee's work meets the required standards of the department.

The probationary period for all employees shall be one year in length. The Board of Selectmen is authorized to extend the probationary period, upon the recommendation of the Department Head, for no more than additional six months.

During the probationary period an employee may be dismissed by the Board of Selectmen based upon the recommendation of the Department Head if:

- The employee is unable or unwilling to perform the duties of the position satisfactorily,
- The employee's habits and dependability do not merit continuance of service, or
- The employee disregards or violates the rules of conduct or procedure of the Town or department.

Employees holding probationary appointments shall be compensated at the rate approved for the position to which they have been appointed and shall be eligible for and receive the benefits of the position, subject to the provisions and limitations of the Employee Handbook.

At all times, including after successful completion of the probationary period, employment with the Town is 'at-will' and the employment relationship may be terminated at any time either by the employee or the Town, subject to the provisions of relevant NH RSAs and any written agreements existing between the Town and the employee.

VII. General Provisions

All application materials shall be treated as confidential documents.

All Candidates, Town employees and Selectmen shall immediately disclose any previous or current professional, social, familial or other relationship with an applicant. Failure to do so is a violation of policy subject to discipline.

No town official or employee shall conduct recruitment activities in violation of this policy. This includes, but is not limited to, negotiating salary or any other terms of employment with an applicant without approval of the Board of Selectmen and refusal to consider all applicants objectively and in good faith. Persons violating this policy shall be subject to disciplinary action.

VIII. Exceptions

Recruitments for Department Head positions are exempt from this policy.

Recruitments for temporary seasonal positions are exempt from this policy.

Recruitments deemed to be an emergency in nature by the Board of Selectmen are exempt from this policy.

If fewer than five applications are received in response to an advertisement, the Board of Selectmen may, at its discretion, suspend the recruitment process and re-advertise the position.

The Board of Selectmen reserves the right to deviate from and adjust the procedures set forth in this policy when such action is deemed to be in the best interest of the town.

Adopted on the 9th of September, 2014

Northfield Board of Selectmen

Margaret Shepard, Chair

Kevin Waldron

Wayne Crowley