

# *Town of Hampton*



## **TOWN MANAGER'S POLICY**

### **PROCEDURAL HIRING POLICY**

#### **Authority**

In accordance with the statutory authority as contained in New Hampshire Revised Statutes Annotated Chapter 37, Section 6 the following Procedural Hiring Policy is adopted by the Town Manager with the concurrence of the Board of Selectmen.

#### **Purpose**

The purpose of the Procedural Hiring Policy is to establish uniform procedures for the filling of all new or newly vacated positions of the Town whether full time, part time, seasonal, or temporary.

#### **Current Employees**

Current employees of the Town moving from one position to another within the Town's employment structure are exempt from the provisions of this policy provided there has been no break in their employment status with the Town.

#### **Posting and Advertising of Position**

All positions of employment, regardless of type, shall be posted and advertised in accordance with established procedures and applicable collective bargaining agreements.

#### **Application for Employment**

All potential employees of the Town regardless of status shall make and complete an application for employment on forms provided by the Town of Hampton. Applicants may attach letters of intent, resumes, written references and other work related information to the application if they so desire.

## **Review of Applications for Employment**

The Town shall cause to be reviewed all applications for employment submitted in response to a posting or advertisement. The Department Head seeking to fill a position within his Department and the Town Manager and the Board of Selectmen when applicable shall review the applications for employment.

Individuals who apply and possess the necessary skills for the position to be filled, as determined by the Department Head and the Town Manager, and all current employees of the Town making application who are suitably qualified, shall be interviewed to determine the best possible and qualified applicant for the position.

## **Notification to Applicants**

All applicants for a position shall be notified in writing following the completion of the interviews informing them of whether or not they were selected for employment.

## **Requirements Prior to Conditional Offer of Employment**

Prior to the preparation and issuance of a conditional offer of employment the Town will conduct a criminal and motor vehicle background check of the applicant to be offered the position. The applicant shall sign and give to the Town the necessary authorization release forms that will enable the State of New Hampshire Department of Safety to perform both criminal and motor vehicle background checks on the potential employee. The final decision to then proceed with an offer of employment shall be determined by the Town Manager based upon the results of these background checks.

## **Conditional Offer of Employment**

The best applicant for employment upon the satisfactory completion of a criminal and motor vehicle background check shall be presented in writing with a conditional offer of employment that shall explain the rate of pay, position offered, benefits, if any, and the Town's requirements to take and satisfactorily pass a pre-employment physical examination, and drug and alcohol test. The applicant shall notify the Town in writing whether he or she accepts the conditional offer of employment and the pre-employment requirements contained therein.

## **Pre-Employment Physical Examination**

The Town shall schedule a pre-employment physical for each new employee. The agency administering the physical shall be given information as to the type of work to be performed so that the physician can evaluate the potential employee's ability to perform the required work without limitation or injury to him or herself. The written pre-employment physical examination report shall be provided to the Town in writing before the potential employee commences work. Should the physical examination report reveal that the potential employee does not have the ability to perform the required work

without limitation or injury to him or herself, then the conditional offer shall be considered withdrawn.

**Drug and Alcohol Test**

The Town shall schedule pre-employment drug and alcohol tests to be administered by the Town's random drug and alcohol testing contractor. The drug and alcohol test results shall be provided to the Town in writing before the potential employee commences work. An unqualified positive drug test result shall disqualify the potential employee from a position with the Town. A unqualified positive alcohol test may in the judgment of the Department Head or Town Manager exclude the potential employee from a position with the Town if the test results show a violation of State Laws or State and/or Federal CDL requirements.

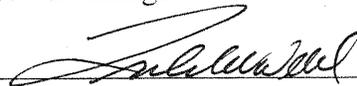
**Change in this Established Procedure**

Changes to or variances from this procedure may be approved by the Town Manager if in his judgment the same is warranted under exceptional circumstances.

Date Promulgated

09/09/07

Town Manager



Date Endorsed

07/09/2007.

Board of Selectmen



