



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 FAX (978) 928-3392

RECRUITMENT AND SELECTION

I. POLICY

The goal of the recruitment and selection process for the Town of Hubbardston is to fill vacancies with the most qualified candidates available and, in doing so, adhere to the principles of Affirmative Action and Equal Employment Opportunity. The Town supports the practice of, but does not guarantee, promotion or transfer of qualified current employees to fill vacancies and encourages professional development and succession planning that may facilitate its occurrence.

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 Hubbardston 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 descriptions and in accordance with proper personnel practices and the principles and practices of Equal Employment Opportunity and Affirmative Action.

II. VACANCY

When a Town position becomes vacant, the appointing authority and/or the Town Administrator will review the job description and essential functions of the position. If the knowledge, skills and abilities of the position have changed, appropriate changes shall be made to the description.

III. 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 recruitment. If recruitment is used, the following process will be followed.

- A. Notice of Vacancies. The job vacancy notice shall include: the job title, summary of duties, qualifications, salary level and range, a closing date for applications and application instructions.
- B. Posting and Advertisements of Job Vacancies. Notice of vacancies shall be concurrently posted in a conspicuous public place and advertised locally or on-line. Advertising should be adequate to ensure that a sufficient number of qualified applicants apply for available vacancies.
- C. Applications. All candidates applying for employment in Hubbardston shall complete an official Employment Application Form and a Release and Authorization for Investigation and Reference Check. Each applicant shall sign the 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.
- D. Interviews. Standardized interviews of selected candidates shall be conducted by the department head, Town Administrator or an appropriate designee. To the extent possible, questions shall be standardized and asked of each candidate.
- E. Examinations. The Town Administrator or appointing authority may require an examination as one 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.
- F. 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 applicant's file. All reference checks and investigations shall be completed prior to the offer of employment.
- G. Employment Eligibility. All persons selected for employment with Hubbardston 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, Hubbardston 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's providing Hubbardston with the appropriate documentation prior to being placed on the payroll and beginning work.

H. Application Records. The application, reference checks, and related documents submitted shall be maintained by the Town Administrator or his/her designee for the period required by law. The Town shall make a reasonable effort to maintain the confidentiality of the application records.

IV. OFFER 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. 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 a pre-employment physical.

V. SALARY INCREMENTS/BENEFIT LEVELS

Employees shall be employed at the minimum rate of their grade unless the Town Administrator authorizes a higher starting rate. Salary steps shall increase in the amount indicated by the pay schedule and shall be paid to employees each year on July 1 of each year of employment, upon approval of the appointing authority, until the maximum for their grade is reached.

VI. PRE-EMPLOYMENT PHYSICAL EXAMS

A physical examination shall be mandatory before the employment of any full-time or regular part-time person in any position covered by this Policy. 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 a physician designated by the Town.

VII. PROBATIONARY PERIOD

The first six months of employment is a probationary period. During the probationary period, the employee may be terminated for any reason or no reason, so long as it is not unlawful.