



Town of Allenstown  
New Hampshire

**FINANCIAL POLICIES & PROCEDURES**  
Town of Allenstown, NH

*Title*

**HIRING POLICY**

*Policy No*  
#2013-009

*Original Adoption Date*  
07/15/2013

*Revision – No. & Date*

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## Section 1.0: Purpose

The purpose of this policy is to establish guidelines for recruitment and selection for recognized positions in each department in the Town of Allenstown. As an Equal Opportunity Employer, it is the goal of this policy to create hiring practices that remain effective and efficient as well as are in the best interest of the Town and applicant.

## Section 2.0: Organization Affected

All departments and/or divisions of the Town of Allenstown.

## Section 3.0: Definitions

### Equal Opportunity Employer:

Departments will adhere to the standards set forth in the department's Affirmative Action Plan and the Town of Allenstown Personnel Plan concerning Equal Employment Opportunities.

The department will not discriminate on the basis of race, ethnicity, marital status, physical or mental disability, creed, color, condition of handicap, religious affiliation, sex, sexual orientation, age, national origin or political affiliation.

No employee or applicant will be subject to unlawful segregation, limitations, classifications or deprivation in any way, which would adversely affect his/her status as an employee or applicant because of the aforementioned personal characteristics.



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## Section 4.0: Policy

### 4.1 Job Posting

A request to hire for any position must be presented by the department head to the Town Administrator and Board of Selectmen to be approved for posting. The process for posting a vacancy is as follows:

- A. Position vacancies are posted in hard copy in employee areas of each building.
  - a. Qualified, regular, in-house applicants are given first consideration. Thereafter, qualified temporary and on-call employee applicants will be considered for position openings.
- B. External postings are placed on the Allenstown web page and may also be advertised in newspapers, professional journals, or listed with other employment sources with prior approval from the Town Administrator.
- C. On-call or temporary positions will be posted directly out of house. The standard posting period is two weeks.
- D. Exempt positions will be posted directly out of house for the standard 30 days. The posting period can be adjusted accordingly by the hiring department head.

### 4.2 Posting Format

All job postings must include the following:

- A. Position title
- B. Description of the duties, responsibilities, requisite skills, educational level required, and other minimum qualifications to perform the position advertised
- C. List any special conditions pertaining to the job position
- D. Provide contact information to acquire an application
- E. State that the Town is an Equal Opportunity Employer
- F. State the final date that the department will be accepting applications

## 5.0: Selection Process

All departments must follow an application and screening process to ensure the most qualified individuals are hired in accordance with the Equal Opportunity Employment standards.

All individuals interested in the position, both internally and externally, must fill out an application either in person or through the Allenstown website.

- A. Applications submitted for Town positions must be complete upon review. Although a resume is not required, it may be requested in addition to the application.



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- B. Commercial Driver's License – mandatory for positions in the Highway Department requiring the operation of commercial trucks
- C. Medical Exam is required for positions listed under the following:
  - a. Police Department
  - b. Fire Department
  - c. Highway Department
  - d. Custodial
- D. Polygraph is required for positions listed under the following:
  - a. Police Department (Police Officers Only)
- E. Psychiatric evaluation is required for positions listed under the following:
  - a. Police Department (Police Officers Only)
- F. Physical Agility Tests are required for positions listed under the following:
  - a. Police Department (Police Officers Only)
    - i. Based on Cooper Aerobic Institute Standards
  - b. Fire Department (Full-Time Fire fighters Only)
    - i. Based on the Candidate Physical Ability Test (CPAT) as well as the Acrophobia Test standards as described under Fire 702.01 and Fire 702.02

### Section 5.0: Procedures

All new hires must report to the Administration Assistant in the Town Hall to fill out new hire packets. The new hire must bring ALL of the following:

- A. Driver's License
- B. Passport or Birth Certificate
- C. Social Security Card

Once all paperwork has been completed, the employee will be directed to their supervising manager or department head for training and orientation.

In the event that more than one temporary vacancy occurs at or about the same time and for the same or essentially similar temporary position description, the Town will recommend using the same applicant pool for consideration in filling the temporary positions without reposting the temporary opening.



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- B. Qualified individuals should be contacted by the hiring department manager to conduct an interview(s) for the position.
- C. To ensure Equal Opportunity Employment, all interview questions must be uniform during the hiring process for the position advertised.
- D. Upon completion of the interview(s) department heads or the hiring manager should:
  - a. Contact all candidates who are not suited for the job position immediately to inform them of the Town's decision regarding his or her employment.
  - b. Check and verify references for those candidates who are eligible for hire
- E. Implement any required tests for the position or interviews for the position. These include:
  - a. Assessment Centers
  - b. Written Tests
  - c. Physical Agility Tests
  - d. Oral Board Interviews
- F. Continue the process by presenting the application to the Board of Selectmen for review
- G. Department heads have the authority to give a conditional offer of employment for positions authorized by the Board of Selectmen to be filled. This offer must be given prior to implementing any of the following:
  - a. Medical Exam
  - b. Background Investigation
  - c. Polygraph
  - d. Psychiatric Evaluation
- H. All conditional employment hires for Town positions are required to sign a release for:
  - a. Driver's motor vehicle records
  - b. Criminal background check
- I. Continue the process by presenting the completed application as well as all other completed evaluations, exams, and tests to the Board of Selectmen for review and approval
- J. Depending on the position, there may be additional requirements.

### **5.1 Additional Requirements**

Departments with higher liability, financially or physically, may need to request applicants submit additional information to be qualified for the position.

- A. Credit Check is required for:
  - a. Town Clerk
  - b. Deputy Clerk
  - c. Town Administrator
  - d. Finance Director
  - e. Positions within the police department



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### Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

### Section 7.0: Signature

	Position	Signature	Date
<b><u>Original Policy Prepared By:</u></b> Shaun Mulholland	Town Administrator		07/15/2013
<b><u>Original Policy Reviewed &amp; Approved By:</u></b> Jason Tardiff	Board of Selectman Chairperson		07/15/2013
Jeff Gryval	Board of Selectman		07/15/2013
Sandy McKenney	Board of Selectman		07/15/2013



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## Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption			Jason Tardiff Jeff Gryval Sandy McKenney	07/15/2013
Amendment				
Amendment				
Amendment				

