



POLICY No.: K-11  
DATE ADOPTED: JUNE 7, 2023

## TOWN OF WEST BOYLSTON SELECT BOARD POLICY

### Policy on Hiring

**Purpose:** To establish procedures for hiring employees in the Town of West Boylston in conjunction with the Personnel Bylaw and Chapter 23 of the Acts of 1995.

**Policy:**

1) The Town of West Boylston maintains a policy of promoting from within and will-advertise all available positions internally to all current employees. Internal notices of vacancies will be posted for a minimum of five (5) working days. Based upon the nature of the position and needs of the organization, the hiring authority may post the position externally concurrent with the internal posting. Notice of vacancies will be posted with the Office of the Town Clerk in the Town Hall and on the Town's website. In addition, copies of postings will be sent to each Department. Postings will include the position description, minimum qualifications, salary/wage grade and due date for receipt of applications. When an application is submitted for a transfer, an employee must meet the following conditions:

- a) be a regular full-time or part-time employee,
- b) have worked for the Town in current position for at least six (6) months,
- c) have satisfactory performance evaluations in current position,
- d) possess stated minimum qualifications for the position,
- e) provide an updated employment application, and
- f) notify current supervisor of intent to apply

The employee who is transferred must serve a designated probationary period in the new position, not to exceed six months. Upon movement of the employee, all accumulated benefits and service continuity will be transferred if there is no actual break in service. Qualified internal candidates will be given preference over external candidates.

2) All positions will be publicly advertised on an appropriate forum as determined by the hiring authority. Existing positions that have been vacated will be publicly advertised only after all potential promotional candidates are reviewed. The advertisement shall state, at a minimum, the position title, normal hours of work, wage and salary information, minimum qualifications and special skills or licenses required for the position, desired qualifications, the office or address where applications or letters of interest shall be submitted, the deadline for the submission of applications or letters of interest, and the office or department that can provide additional information on the position to be filled.

3) The applicant shall complete an employment application and/or submit a cover letter and resume prior to the advertised deadline in accordance with the posting.

4) The hiring authority shall maintain a record of the hiring process in accordance with Massachusetts state law and record retention requirements.

5) The hiring authority shall conduct interviews, review the employment applications, perform reference checks, administer any skill or competency testing, as necessary, and perform background checks as required with the consent of the applicant. At the discretion of the hiring authority, the appropriate department head or appointed board, committee, or commission shall be consulted in the interview process.

6) The hiring authority shall require that a prospective employee take a physical examination, including toxic/drug screening tests for safety sensitive and public safety positions, by a physician designated by the town at the town's expense to ensure that the prospective employee is able to perform the essential duties of the position. The physical examination shall take place prior to the effective date of employment.

7) An employee shall receive a promotion when the employee changes from a position of lower classification and compensation grade to a position with greater responsibilities in a higher classification and compensation grade. The employee shall receive the rate of pay in the new compensation grade that results in at least a five- percent increase.

The employee may receive an additional one step-rate increase at the time of the promotion if the Department Head feels that the employee's qualifications and performance warrant it and if the Town Administrator approves.

The employee receiving the promotion shall still be eligible for their next step increase on the anniversary of their original date of hire as an employee of the Town of West Boylston