

## **TOWN OF NEW DURHAM EMPLOYEE HIRING POLICY**

The Board of Selectmen (BOS) is the hiring authority for all Town positions except the following:

- Library Trustees for all positions under the Library Trustee's authority. (See RSA 202-A:11 V)
  - The Parks and Recreation Commissioners for all positions funded 100% from the Parks and Recreation Revolving Fund. (See RSA 35-B).
  - The Fire Chief for all Fire Fighters in the Fire Department. (See Minutes of the Town Meeting of 2008 Warrant Article # 28)
1. The Department Head meets with the Board of Selectmen (BOS) to request permission to fill a position.
    - The Board of Selectmen shall determine whether the position will be filled with a promotion, transfer or new hire.
    - The Board of Selectmen, in consultation with the Department Head, shall set the salary range for the position.
    - With the approval of the Board of Selectmen the Town Clerk shall appoint the Deputy Town Clerk's position (See RSA 41:18)
    - With the approval of the Board of Selectmen the Tax Collector shall appoint the Deputy Tax Collector. (See RSA 41:38).
  2. The opening is posted in all departments for 5 business days then externally advertised. Applications shall be accepted for a maximum of 10 business days after the position is externally advertised.
    - The Department Head may request that the BOS accept applications for a longer period of time.
    - Possible locations of advertisements include but are not limited to newspapers such as "Foster's Daily Democrat," "The Baysider," "Concord Monitor" and web sites such as the Town of New Durham web site and the Local Government Center web site.
    - All qualified employees that apply for the position shall be interviewed.
  3. The applicant shall submit a completed application, with supporting documentation (ex. documentation of required education, resume, etc.) to the Office of the Board of Selectmen. (See Appendix A) The Board of Selectmen shall forward the applications and/or resumes to the appropriate Department Head for review.
    - Applicants for Police Officer will submit a resume in addition to the application.
  4. The Department Head or designee shall see that the following occurs:
    - Oral interviews by at least the Department Head, one member of the Board of Selectmen and the Town Administrator.
      - Additional interviewers may be added as determined by the Board of Selectmen and or Department Head.

Initially Approved 8/24/11  
Revised Effective 7/16/12  
Revised Effective 10/15/12

- The Chair or their designee of the Planning Board, Zoning Board of Adjustment and Conservation Commission shall be invited to participate in the oral interviews for Land use Staff.
5. At least 3 days prior to the meeting at which the Oral Board is to present their recommendation to the Board of Selectmen, the file of the applicant(s) shall be placed in the Office of the Selectmen for their review. The Oral Board will present their recommendations to the Board of Selectmen. The Board of Selectmen may wish to further interview the candidates.
  6. Once the Selectmen choose a candidate for the position and set the rate of pay, the Town Administrator shall send the applicant a written “Conditional Offer of Probationary Employment” letter. (See example - Appendix B) The candidate must successfully complete the following conditions:
    - Reference checks for the selected applicant (See Appendix C.)
      - Results shall be included in “new hire” documentation.
    - Background check for all applicants.
    - A physical examination for all applicants at the Town’s expense. Potential employees of the Fire, Highway, Police Department and the Transfer Station shall also be offered the option of the Hepatitis B vaccination at the Town’s expense.
    - An in house financial background check for any individual that will be handling money and all police officers.
    - A personal history packet for applicants for Police Officer
    - All requirements specified by NH Police Standards and Training for Police Officers.
    - Criminal History check if the applicant is age 17 or older
    - New Hampshire Motor Vehicle records check and record check of any other state in which the applicant has been a resident in the past 5 year, if the applicant holds a New Hampshire or other State driver’s license.
    - Vetting Policy
  7. All applicants will have a 2 week vetting process in accordance with the Town of New Durham Board of Selectmen Appointment Policy effective September 17, 2007, which will commence when the applicant’s name is publically presented at a Board of Selectmen meeting in step #5 or 6, unless the Board of Selectmen, at a public meeting, waives the vetting policy.
  8. The Department Head returns to the Board of Selectmen for final approval to hire.
  9. The Town Administrator signs the Offer of Probationary Employment letter and sends it to the applicant. (See example – Appendix D) Also included is the Second Injury Fund Employee Information for the applicant to complete and to return along with signed Offer of Probationary Employment. (See Appendix E)
  10. At a minimum the new Employee completes the:
    - Emergency Contact Form (Appendix F)
    - W4 – Federal Withholding
    - I 9 - Employee Eligibility Verification

Initially Approved 8/24/11  
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- Documentation of acceptance/rejection of Hepatitis B vaccination series if they are to be employed by the Fire Department, Highway Department, Police Department or Solid Waste/Transfer Station. (See Appendix G if not provided by current Medical Center).
- New Hampshire Youth Employment Certificate if under the age of 16.
- State of New Hampshire Proof of Permission For the Employment of a Youth Aged 16 or 17

11. The Department Head completes the “Personnel Action Form” (PAF) with a starting date of employment and starting wage. The PAF must be signed by the Department Head and Employee before submission to the BOS. The starting date must be after the Department Head, new employee and Selectmen representative have signed the PAF. (See Appendix H)

12. The PAF and all required documentation must be received by the Financial Officer PRIOR to the first day of employment for all employees.

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David Bickford, Chair

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Theresa Jarvis, Vice-Chair

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Jeffrey Kratovil

Initially Approved 8/24/11  
Revised Effective 7/16/12  
Revised Effective 10/15/12