

EMPLOYEE PROMOTIONAL and TRANSFER PROCESS

1. The Department Head meets with the Board of Selectmen (BOS) to request permission to fill a position through promotion or transfer of a current employee.
 - 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. (See RSA 41:18)
 - With the approval of the Board of Selectmen the Town Clerk shall appoint the Deputy Tax Collector. (See RSA 41:38).
2. The opening is posted in all departments for 5 business days.
3. The applicant shall submit a completed application or resume, including any required documentation to the Office of the Board of Selectmen.
4. The Department Head or designee shall convene an interview panel consisting of at least the Department Head, one member of the Board of Selectmen and the Town Administrator.
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 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. If not previously completed the candidate must successfully complete the following conditions:
 - Criminal History check;
 - New Hampshire Motor Vehicle records check;
 - Physical examination for all promotions/transfers to the Fire, Highway, Police Department and the Transfer Station;
 - Hepatitis B vaccination;
 - In house financial background check for any individual that will be handling money and all police officers;
 - All requirements specified by NH Police Standards and Training for Police Officers.
7. Steps 7 through 12 of the Hiring Policy, revised effective October 15, 2012, shall be followed after completion of the above steps.

David Bickford, Chair

Theresa Jarvis, Vice-Chair

Jeffrey Kratovil