

Town of Boxborough

Hiring Policy

Section 1. Intent

- 1.1 This policy sets forth the minimum standards and procedures for all municipal hires. The appropriate hiring authority may add further requirements.
- 1.2 It shall be the policy of the Board of Selectmen in the Town of Boxborough that all hiring will be performed in an open environment and in compliance with all applicable statutes and bylaws, including the *Americans with Disabilities Act* (“ADA”), the *Americans with Disabilities Amendments Act of 2008* (“ADAAA”) and the Town’s *Equal Employment Opportunity and Affirmative Action Policy*. Criteria for appointment and hiring decisions shall include, but not be limited to qualifications, experience, recommendations, background checks, fitness-for-employment tests (psychological and physical), proof of special licenses, and proof of specific skills and training. All information will be kept on file with the application if the person is hired. The specific requirements are set forth in the job description for each position. If requested by the Board of Selectmen, a member(s) of the Personnel Board may participate in the screening process or sit in on interviews.

Section 2. Conflict of Interest and Appearance

- 2.1 The Conflict of Interest law Chapter 268A of the General Laws, requires that municipal employees act in the public interest rather than for private gain. A municipal official is prohibited from participating in any particular matter affecting the financial interest of an “immediate family member.” As defined in the statute “immediate family member” refers to the employee, employee's spouse or partner, their parents, children, brothers, and sisters. The purpose of the broad prohibition against acts of nepotism is to prevent potential conflicts or the appearance of favoritism, which arise whenever a public official’s personal loyalty to a family member competes with the need to make objective personnel decisions.
- 2.2 Beyond the scope of the conflict of interest law, the policy of the Board of Selectmen is that the Town, through its Officials, shall not hire any employee as a favor to anyone, or which has the appearance of being a favor.
- 2.3 All parties participating in the interview process shall provide full disclosure when interviewing and hiring an applicant with whom he/she has had or currently has a relationship. A Department Head shall also inform the Board of any friendship between the applicant, the applicant's family members and the Department Head. In all cases where there is an appearance of a conflict or favoritism, the Department Head shall make a written disclosure to the Board of Selectmen during the preliminary application phase. In those cases, the Board shall make the final determination on the hire. Applicants and Department Heads shall not attempt to hide any friendship or relationship. If an employee is hired without disclosure by the Department Head or the new employee, such action shall be grounds for disciplinary action against both parties.

Section 3. Advertising for Positions

- 3.1 Department Head positions should be posted or advertised at least one time, with the time for submission of applications being a minimum of four weeks except in extenuating circumstances and with prior approval of the Board of Selectmen.
- 3.2 All other positions should be posted or advertised at least one time, with the time for submission of applications being a minimum of two weeks.
- 3.3 All ads shall be reviewed by the Town Administrator as to form and legality prior to publication.
- 3.4 All positions shall be posted on the bulletin board in all Town buildings and on the Town's website.

Section 4. Application Review

- 4.1 In addition to submitting a resume, all applicants shall complete and sign a standard Town of Boxborough application form appropriate to the position.
- 4.2 Applications for non-appointed positions shall be made available for review by the Board of Selectmen if requested.
- 4.3 Applications shall be checked for completeness and accuracy. The applicant must provide signed authorization, on forms provided by the Town, permitting the Town to request recommendations, perform background checks and receive the results of physical tests, if required for the position.
- 4.4 In the job description, the Board of Selectmen and Personnel Board shall establish the minimum education and training level for each position. All applications shall be initially screened to ensure that the applicant meets these minimum standards. The Department Head will then review and process those applications that have met the initial screening requirements. In the event of a Department Head hiring, the Board of Selectmen will establish the appropriate screening procedures to be followed and will establish search/screening committee(s) as the Board deems necessary.

Section 5. Immigration Law Compliance

- 5.1 In order to comply with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Form if they have not completed an I-9 with the Town of Boxborough within the past three years, or if their previous I-9 is no longer retained or valid.

Section 6. Appointment/Offer Procedures

- 6.1 In the case of personnel appointed by the Board of Selectmen, the Department Head shall provide the Town Administrator with application and background material to be presented to the Board of Selectmen prior to the meeting at which the Board will interview the applicant. In the event of a Department Head hiring, the search/screening committee will provide appropriate materials to the Board. This material may include proof of degrees, course curriculum, and any other certifications, which the Board of Selectmen may require before making an appointment.

- 6.2 The Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board, shall review with the Town Treasurer or Town Administrator eligibility of the new hire for benefits before offering such benefits.
- 6.3 The Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board, shall send a written offer letter, including salary and benefits information, to the successful applicant. A copy of the offer letter to the new hire shall be placed in the employee's personnel file.
- 6.4 The appropriate hiring authority shall send letters to the non-successful applicants thanking them for their interest in the position.

Section 7. Post-offer Procedures

- 7.1 After an offer is made, the Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board, shall arrange for any required medical or psychological testing. All offers are made contingent upon receipt of satisfactory medical and psychological examination.
- 7.2 After tests are satisfactorily completed, the hiring package shall be completed with the Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board,; i.e., all forms for taxes and benefits as well as forms shall be returned to the Town Treasurer.
- 7.3 The Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board, shall again review with the Town Treasurer or Town Administrator eligibility of the hire for benefits.
- 7.4 The Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board, shall provide all new hires with the Employee Handbook, the applicable collective bargaining agreement or Personnel Plan, and the job description. The new hire shall acknowledge in writing, receipt of these documents, and such acknowledgement shall be placed in the employee's personnel file. In preparation for benefits enrollment, the Department Head, or in the event of a Department Head hiring, the Board of Selectmen Chair, or designee of the Board, shall provide the new hire with a New Employee Information Package enabling the employee to gather all records needed for enrollment prior to meeting with the Town Treasurer to complete all necessary enrollment forms.

Section 8. Training Period

- 8.1 In the case of employees with a six-month training period, the Department Head shall complete a written performance evaluation at three months and after five and one half months.
- 8.2 In the case of employees with a twelve-month training period, the Department Head shall complete a written performance evaluation at three months and after nine months with a final recommendation to be made at eleven and one half months.