

Town of Meredith - Administrative Regulation

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Approved By: Phillip L. Warren, Jr.

SUBJECT: CENTRALIZED HIRING PROCEDURE

I. PURPOSE

The purpose of this Administrative Regulation is to standardize the Town's hiring practices throughout the various departments. It is intended to eliminate confusion and increase efficiency for Town staff, while providing equity in the hiring process for new seasonal, part-time, and full-time employees, as well as re-hires.

II. POLICY & PROCEDURE – NEW HIRES (persons who have not been employed by the Town in the three years prior to their anticipated start date)

- a) The department head seeking to fill a position will forward a completed "Personnel Requisition Form" (*see Appendix A*) to the Town Manager, who also serves as Personnel Director for the Town.
- b) The Town Manager will confer with the Administrative Services Department to determine whether the funds are available for the request and will verify whether there is a Job Description on file for the position. The Town Manager will further review if filling the position is warranted.
- c) The Town Manager may meet with the department head and will determine if the position will be recruited. The Town Manager will inform the department head of the decision or approval.
- d) The Town Manager's office will then confer with the department head, or their designee, to produce posting information.
- e) The Town Manager's office will confer with the department head in order to determine if there are sufficient qualified internal candidates to warrant an in-house recruitment only. If so, an "in house" posting will take place for a period of 5 - 10 week days, as approved, during which time only current employees may be considered for the position. If an internal candidate is not selected, the Town Manager's office will then begin an external recruitment process. After conferring with the department head, recruitment may be conducted both internally and externally if deemed most appropriate by the Town Manager.
- f) After discussion with the department head, the Town Manager's office will advertise the position in the locations and for the durations deemed appropriate. All advertising costs will be charged to the department filling the position.
- g) The Town Manager's office will receive all applications/resumes and will forward copies of only those that meet the requirements of the position, and that are filed in the proper manner to the department head, or their designee. The Town Manager's office will contact all applicants to acknowledge receipt of their application/resume.
- h) The department head will select the candidates to be interviewed and schedule the interviews. The department head may request that the Town Manager's office assist in this process. The Town Manager's office, at its discretion may participate in this process.
- i) The department head, and/or their designees, will conduct interviews, with a minimum of three to five applicants being considered. The department head will provide all candidates with a list of available benefits at the time of their interview. This will not be done for seasonal positions. The department head may request that the Town Manager's office assist in this process. The Town Manager's office, at its discretion may participate in this process.
- j) Any questions regarding benefits should be directed to the Town Manager's office.
- k) The department head, and/or their designee, will check the candidate's references, and record the results of said check, and forward the results to the Town Manager's Office.

- l) The Town Manager's Office will initiate any other necessary records checks (for example; criminal records checks, youth/child labor requests). The Town Manager's office may also perform further reference checks, if deemed necessary.
- m) Any necessary pre-employment testing must be approved and administered by the Town Manager's office, with the assistance of the department seeking to fill the position. Once a candidate has been selected for hire, the department head will submit a completed "Applicant Selection Form" to the Town Manager (*see Appendix A*).
- n) If the Town Manager approves the new hire, the Town Manager's office will notify the department head and the Town Manager and the department head will confer regarding the new hire's start date, hours of work and proposed work schedule.
- o) The Town Manager's office will send rejection notices to the other candidates interviewed, as well as an offer notice to the selected candidate. The offer notice will list the proposed rate of pay, schedule and hours of work as well as the day employees are paid and the pay week.
- p) Once the candidate has accepted the offer of employment, the Town Manager's Office will contact the new hire regarding a potential start date, hours, etc. and request that the employee contact the Town Manager's office as soon as possible to schedule an orientation.
- q) Human Resources will meet with new hires on a walk in basis to complete pre hire actions, which include completing the front side of the New Hire Checklist, setting up the employee in the HR management system, training the new employee in the use of the email system, and assigning the employee an email address and employee number.
- r) Human Resources shall then transmit to Payroll the completed forms, which may include the New Hire Checklist, Benefits Selection form(s) and Personnel Action Form, including employee number and start date. Human Resources shall contact Payroll at the end of the HR orientation session detailed above to see if the new hire can meet with Payroll at that time, if not then Payroll will schedule a time to conduct this meeting.
- s) Payroll shall meet with the new hire, review the aforementioned forms, complete the reverse side of the New Hire Checklist, have the new hire complete IRS form W-4, activate the new hire in the time keeping system and train them in its operation and use.
- t) Payroll shall then notify Human Resources via email that the aforementioned actions have been completed, and return the forms submitted for filing in the employee's personnel folder.
- u) The Town Manager's office shall then notify the Department Head that the new employee can begin work.
- v) New hires cannot begin work until all steps in the new hire process are completed, and notification has been received by the Department Head from the Town Manager's office. No employee shall begin working for the Town until the Town Manager's office has affirmatively notified the department head that the employee can start.
- w) This procedure may be altered by the Town Manager in instances where it is determined by the Town Manager that such alteration is in the best interests of the Town.
- x) All materials submitted by applicants in response to a job posting will be kept on file at the Town Manager's office for a period of three years.
- y) All departments shall ensure that they do not retain Personnel records, such as resumes and applications, as this may lead to a legal violation for the Town. The Town Manager's office will retain such Personnel records.

III – POLICY AND PROCEDURES – RETURNING EMPLOYEES (persons who have been employed by the Town in the three years prior to their anticipated start date)

- a) Department Heads shall transmit a request to the Town Manager's Office when it is the intention of the Department Head to reinstate a returning employee.
- b) Upon approval, the Town Manager's office shall request that Payroll reactivate the returning employee in the timekeeping system. Unless there is a change in position or rate of pay, a Personnel Action Form shall not be required.
- c) Human Resources shall ensure that the returning employee's email account is active, and that relevant information is current. Any forms that have been changed shall be submitted to Payroll.

- d) Human Resources shall then direct the returning employee to contact Payroll so that the returning employee's timekeeping password and payroll information can be updated and reactivated.
- e) When reactivation is completed Payroll shall notify Human Resources that the employee is reactivated.
- f) The Town Manager's office shall notify the Department Head that the returning employee has been reactivated and may begin work.
- g) Returning employees cannot begin work until the aforementioned notification is made. No employee shall begin working for the Town until the Town Manager's office has affirmatively notified the department head that the employee can start.

IV – POLICY AND PROCEDURES – TERMINATION (does not include employees who have ended seasonal employment and are eligible for rehire)

- a) Upon notification of termination, Human Resources shall complete a Personnel Action Form and submit the completed form to Payroll.
- b) Human Resources shall complete an exit interview, including information on termination of benefits, contact information for New Hampshire Retirement System, benefits available after termination and contact information for any voluntary deductions.
- c) Human Resources shall also ensure that the employee's town email account is deactivated, and that any town-owned equipment or items issued to the employee is returned.
- d) Payroll shall determine severance, if applicable, based on accrued leave transactions, following the Personnel Policy, and transmit documentation for the Town Manager's approval. Documentation shall be returned to Payroll upon approval.
- e) Payroll shall meet with the employee to gather the employee's signature on severance documentation, and verify information regarding completion of the annual W-2.
- f) Payroll shall remove the employee from the timekeeping system.

V – POLICY AND PROCEDURES – SEASONAL EMPLOYEES ELIGIBLE FOR REHIRE

- a) At the end of the employment period, the Department Head shall notify Human Resources that the employee has ended their employment period for the year and that they are eligible for rehire.
- b) Human resources shall take note of this, and shall notify Payroll that the employee should be placed in inactive status. No Personnel Action Form is necessary.
- c) Human Resources shall ensure that the employee's email account is placed in inactive status
- d) Payroll shall place the employee in inactive status in the timekeeping system.

Phillip L. Warren, Jr.
Town Manager