

**TOWN OF SOUTHBOROUGH
HIRING PROCEDURE
(Non-union and Union employees)**

1. The department head and/or Board, Commission shall be required to submit draft job descriptions to Vanessa Hale who will forward them to the Personnel Board (non-union positions) to review for clarification prior to advertising, the Board of Selectmen (union employees) or the designated appointee or the appropriate Commissioners or Trustees, in accordance with Section 5 of the Town's Salary Administration Plan and Personnel By-laws or the appropriate collective bargaining agreement.
2. Refer to either the Salary Administration Plan or appropriate union contract for requirements for hiring. Ex. NAGE requires a posting in Town Hall before placing an ad in the newspaper.
3. Subject to the provisions of any appropriate collective bargaining agreement or the Salary Administration Plan, all openings must be advertised in an area-wide newspaper(s) (Metrowest Daily News and/or the Worcester Telegram & Gazette). Advertisements in appropriate professional publications are also strongly encouraged. The ad should include position, education and/or experience requirements, salary, and a deadline to submit a resume or job application, and the fact that the Town of Southborough is an equal opportunity employer.

Sample Ad:

**CIVILIAN DISPATCHER
SOUTHBOROUGH POLICE DEPARTMENT**

Full-time dispatcher wanted for 12 am to 8 am shift, pay \$ 11.26 to \$16.77. High school education with computer, radio & Teletype skills required. 4 and 2 workweek with rotating days off. Applications available at Police Station must be submitted by Sept. 10. EOE.

At least 10 days to 14 days should be allowed for submission of applications from the day the ad appears in the paper. The Town of Southborough approved job application that protects the applicant's rights is available in the Selectmen's office.

4. Jobs shall also be posted on the Town's website located at www.southboroughma.com. Ads should remain on the website until the deadline has passed.
5. Semi-finalists should be chosen to be interviewed based on the applicant fitting the requirements outline in the advertisement and job description.
6. Prior to the interview, each applicant should be given a copy of the job description, an understanding of the benefits provided and the appropriate collective bargaining agreement or Salary Administration Plan. Up-to-date copies are available in the Selectmen's Office.
7. Unless a new employee is starting at the minimum step for the classification, the Personnel Board must approve the employee's salary prior to appointment for non-collective bargaining unit employees; the Board of Selectmen must approve hiring rates above the minimum for new employees in a collective bargaining unit. Only the benefits in the appropriate contract or Salary Administration Plan are permitted to be offered to the prospective employee.

8. For all departments, the finalist must receive a conditional offer of employment subject to passing a pre-employment physical exam and a background check. The finalist must sign an Employment Information Authorization and Release Form, and Background Investigation Authorization and Consent. For the Treasurer Collector's Department, the finalist must meet the same conditions as above, in addition to a positive credit check. The finalist should also sign the Fair Credit Reporting and a Summary of Rights under the Fair Credit Reporting Act. For the Police and Fire Department, the finalist's conditional offer must include all the items in the attached list for Firefighters and Police Officers. The Police and Fire finalist's must sign a Criminal Record affidavit, an Employment Information Authorization and Release Form, a Background Investigation Authorization, a Consent Form for Drug Testing, Disclosure and Authorization regarding the Fair Credit Reporting, and a Summary of Rights Under the Fair Credit Reporting Act Authorization.
9. The finalist who has accepted the position must have a physical examination by the Town appointed physician and must submit a form to the Assistant Town Administrator indicating that he/she has passed the physical before the new employee reports to work. The potential employee should arrange for an appointment for himself or herself. Information regarding the physical is available in the Selectmen's Office.
10. The new employee must also fill out the appropriate forms (I-9 form) required by law in the Treasurer/Collector's Department before reporting to work.
11. The Appointing Authority (e.g. Board or department head) must certify in writing, that the hiring process has been conducted in compliance with the Town of Southborough Hiring Procedure.
12. Southborough K-8 school employees are exempt from the provisions of this policy.

(Approved by the Board of Selectmen on _____; Personnel Board on June 16, 2003.)