



Town of Ludlow, Massachusetts *Office of the Select Board*

TOWN OF LUDLOW HIRING POLICY

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the Town's rules for recruiting and hiring Town employees.

2. APPLICABILITY

This policy applies to all positions appointed by the Select Board, except for seasonal employees. Employees whose positions are governed by Massachusetts Civil Service Law or a collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by those laws or agreements.

3. POLICY

The primary goal of the Select Board in the employment process is to fill vacancies with the most qualified candidates available. In this pursuit, the Town will adhere to the principles of Affirmative Action and Equal Employment Opportunity. The Town's policy is to comply with the Americans with Disabilities Act, and the cognate state law in all phases of the hiring process, including making reasonable accommodations to enable applicants with disabilities to obtain access to Town facilities for the purposes of seeking employment and, if hired, to perform the essential functions of the position.

The procedures set forth below must be followed when recruiting and appointing non-seasonal Town employees.

Department Heads are required to ensure that this policy is implemented consistently within their department and are responsible for any part of the process they delegate to those under their supervision. The hiring procedures outlined in Section 4 shall be followed to appoint an internal or external candidate to a vacant position by the Select Board.



Town of Ludlow, Massachusetts
Office of the Select Board

4. PROCEDURES

- a. Request – when filling a vacant position, the Department Head must submit a written request to be reviewed and considered for approval by the Director of Human Resources and the Town Administrator.
 - i. The proposed Anticipated Salary Level must not exceed the applicable compensation range and may be subject to appropriation.
 - ii. The starting vacation and non-occupational sick leave offered upon hire must be consistent with the town’s Personnel Policy Manual or as governed by certain sections of applicable Collective Bargaining Agreements.
- b. Recruitment
 - i. *External & Internal Recruitment* – All job openings will be posted externally if possible and unless an internal process has been identified within the relevant collective bargaining agreement, if applicable.
 - ii. *Preparation of Job Posting* - Human Resources will forward a draft posting to the Department Head for review and comment. Department Heads will have five business days to respond with edits to the Human Resources and, if not heard from, the posting will be considered reviewed and approved. The posting must be based on the official position description on file with the Human Resources Department. The Human Resources Department will have final review and approval of the posting prior to advertising for public consumption.
 - iii. *Advertising* – External job opportunities will be posted at minimum on the Town website and web-based employment search engines as determined by the Human Resources Department. Additional locations are available upon request of the Human Resources Department. Jobs will be posted externally for at least ten (10) business days or more upon request of the hiring manager. All advertising costs will be borne by the department that has a vacancy.
- c. Selection of Candidates
 - i. *Application Submissions* - The Human Resources Department will receive all application submissions. Any application materials submitted directly to Department Heads or department staff must be forwarded to Human Resources within the posting period in order to be considered part of the official applicant pool for consideration.
 - ii. *Selection Process* – The Human Resources Department, in consultation with the relevant Department Head, is responsible for the coordination of all parts of the selection process. The process shall include:
 - 1. screening resumes,



Town of Ludlow, Massachusetts

Office of the Select Board

2. selecting and notifying applicants for interviews,
3. setting up interview panel process,
4. selecting final candidates,
5. performing reference checks and
6. communicating with preferred candidate

iii. *Interview Process*

1. All candidates selected for interviews must meet the minimum entrance requirements as specified in the official job description.
2. Interview questions must be fair, unbiased and job-specific.
3. Department Heads, along with the Director of Human Resources, will conduct interviews for all non-union and union departmental staff.
4. The Select Board, along with the Director of Human Resources, will conduct interviews for all Department Head positions that directly report to the Town Administrator. The Select Board, along with the Director of Human Resources, will conduct interviews with Town Administrator candidates. The Select Board, along with the Town Administrator, will conduct interviews with candidates for the Director of Human Resources position.

d. Employment Offer

- i. *Appointment* – The Town Administrator will select the candidate for appointment by the Select Board, except for Police Officers and Firefighter/Paramedics, in which case the Police Chief or Fire Chief, as applicable, will select the candidate for appointment by the Select Board.
- ii. *Starting Rates* – Selected candidates for vacant positions in the Classification Plan shall be offered a starting rate of pay no higher than the budgeted amount for that position unless approved by the Select Board. Such requests may only be approved where such adjustment is deemed necessary to recruit qualified employees in accordance with prevailing market conditions, or where such position requires unique technical skills not adequately provided for by the Anticipated Hiring Range. Notwithstanding the foregoing, and in accordance with G.L. c. 44, Section 31, the Town will not offer a candidate compensation that exceeds the appropriation made for said purpose.
- iii. *Communication of Employment Offer* – The Human Resources Department is responsible for providing the preferred candidate with the details of the proposed conditional employment offer, drafting, and sending all offer letters to candidates. The starting date will be requested by the Department Head and approved by Human Resources and in no instance will occur sooner than two weeks from the date of the offer letter.
- iv. *Pre-employment Coordination* - Human Resources is responsible for the pre-employment coordination of the new employee. Pre-employment coordination must be completed no later than one week prior to the new employee hire date.