

Town of Needham
Employment and Hiring
Recruitment Policy #107

1. PURPOSE AND SCOPE

The purpose of this policy is to establish the procedural requirements relating to recruitment systems and the payment of recruitment expenses.

2. APPLICABILITY

This policy applies to all General Government departments. Employees who are covered by Civil Service Law or collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by law or agreement.

3. DEFINITIONS

Refer to Policy #100 Definitions for the definition of commonly used words and phrases.

4. POLICY

- 4.1 Posting and Advertising of Vacancies Job notices for vacant positions shall be posted for ten (10) business days. Job vacancy notices shall not be required for temporary appointments or for the temporary replacement of incumbents on approved leave status. The Director of Human Resources shall review and approve the content of all job notices prior to posting and the content and funding availability of all job advertisements prior to publication.
- 4.2 Starting Rates Persons appointed to positions in the Classification Plan shall be paid at the minimum rate except as may be provided in Section 4.3 and as provided in the Rates of Compensation Policy and Promotion, Transfer and Reclassification Policy.
- 4.3 Hiring Above the Minimum Entrance Rate With the advance written approval of the Town Manager, the starting rate of compensation for any position may be adjusted up to two (2) compensation grades, 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 minimum entrance rate. Such adjustment is subject to appropriation.

4.4 Accelerated Vacation and Non-Occupational Sick Leave Rate

4.4.1 With the advanced written approval of the Town Manager, accelerated vacation credit may be granted in whole year increments up to, but not exceeding, 10 years, based on previous service in a similar position.

4.4.2 With the advanced written approval of the Town Manager, a maximum of 15 days of non-occupational sick leave may be granted at the time of hire, based on previous service in a similar position and the demonstrated loss of a sick leave bank or similar benefit in the previous position.

4.5 Moving/Relocation Expenses Subject to availability of appropriation and the advance approval of the Town Manager, department managers may make such reasonable expenditures as they deem necessary and proper for the moving and/or relocation expenditures of candidates selected for appointment to exempt positions under their jurisdiction.

4.6 Recruitment Expenses Subject to availability of appropriation and the advance approval of the Town Manager, department managers may make such reasonable expenditures as they deem necessary and proper for the recruitment expenses for candidates selected for interview.

4.7 Exceptions The Town Manager has the discretion to interpret and make exceptions to this policy in the best interest of the Town.