

Resolution 2022-08

A Resolution of the Town of Twin Bridges to adopt consistent and fair procedures in hiring and evaluating all current and future employees.

WHEREAS, the Town of Twin Bridges Mayor and Council is responsible for the Town's operations; and

WHEREAS, the Town wishes to hire qualified job candidates to assist the Town in achieving its goals and requirements of a municipality; and

WHEREAS; the Town of Twin Bridges, Montana, adopted the attached documents for the process of interviewing and hiring new employees.

WHEREAS; the attached documents will guide the Town in consistent and fair hiring procedures of new employees. These documents include a standard employment application, new hire checklist, drug and alcohol policy, and updated job descriptions

WHEREAS; the Town of Twin Bridges authorizes the Mayor and the Town Council the ability to make exceptions to these policy and procedures if the need may arise.

NOW THEREFORE IT BE RESOLVED by the Town Council and Mayor, all hiring of employees shall be conducted in the following manner:

Town of Twin Bridges Personnel Hiring Procedures

The Town of Twin Bridges shall recruit, appoint, assign, and promote employees on the basis of merit and job-related qualifications without regard to race color, religion, creed, political ideas, sex, national origin, age, marital status, sexual orientation or physical or mental disability. This policy details the procedures to be used for the selection of employees based on job-related qualifications.

The Town of Twin Bridges Mayor with the consent of the Council has the overall authority to plan, develop, and monitor employee selection procedures.

The Town is committed to providing reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job, except where an accommodation would create an undue burden.

PROCEDURES

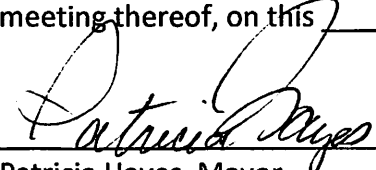
1. The Mayor will authorize the vacancy to be filled.
2. The Mayor and/or designee will complete an advertisement for the vacancy, which will be posted on the Town's website, the Dillon Job Service, the Town's website, and the area newspapers.
3. The advertisement will contain a description of the position, minimum standards of education, experience and physical requirements that are required.
4. A current description of the position and job application shall be on file at the Town Office.
5. Vacancies will be advertised for 2 weeks, or longer as needed to fill the vacancy.

6. All applications shall be returned to the Town Clerk for the Mayor and Council's review.
7. Applicants that are chosen for an interview shall be contacted via phone to schedule an interview date and time.
8. The following devices shall be used to select an applicant for the position.
 - a. Structured questions will be asked of all applicants
 - b. Reference checks and previous performance appraisals
 - c. Relevant education and experience
 - d. Background Checks (criminal/driving)Unacceptable results are:
 - Poor driving habits if the applicant would be driving a Town vehicle
 - Misdemeanor or felony charges that relate to the job applicant would be responsible for
 - Zero tolerance for illegal substances
 - Felony convictions which could have resulted in imprisonment in a federal or state penitentiary

All information received shall remain confidential and shall not be provided to any other person.

9. The interview Committee shall consist of the Mayor, department head, and a council member. If there is no department head then there will be the Mayor and 2 council members.
10. If the applicant successfully completes all applicable reference, background, and/or drug tests, and the interview committee selects the applicant as the candidate to offer the position to, the Mayor shall offer the position.
11. If applicant accepts the offer, the Clerk shall prepare the employee orientation checklists, and have all pertinent and legal paperwork to be completed ready on the new employee's first day of work.
12. The Clerk shall prepare a letter informing all applicants who were not selected, thanking them for their time and effort to apply and interview with the committee.
13. The Clerk will collect all interview notes and applications and place in the new hire's personnel file. All interview notes and applications for those not selected will be collected by the clerk and retained in a locked cabinet for the required retention time, and then request destruction after such time has passed.

PASSED AND APPROVED by the Town Council of the Town of Twin Bridges, at a regularly scheduled meeting thereof, on this 14TH day of JUNE, 2022.



Patricia Hayes, Mayor

Attest:



Kristi Millhouse, Town Clerk

