



Town of Chester Hiring Procedure Policy

Last Updated: 1/5/2026

Approved: 2/9/26

Hiring Process

The selection process for new hires and job advancement will relate to the essential functions and responsibilities of the position for which candidates are examined, and shall fairly appraise and determine the merit, fitness, ability, and qualifications of competing candidates to perform the primary duties and essential functions of the positions.

Employees are hired by the Town according to the following procedures:

- a. Regular full-time, part-time and temporary positions will be advertised through public notice and public advertisement.
- b. Potential candidates must submit a written application and/or resume, along with any other requirements based on that position, to the town office for review by the Selectboard and other interested parties.
- c. A hiring committee may be convened to interview qualified candidates. The committee may consist of the following representatives: the Selectboard, the department head, Committee members, Finance Committee members, appointed citizens or any combination of the above.

The Town of Chester relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. The Town is guided by its policy that any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, discipline or termination.

The Town reserves the right to conduct pre-employment inquiries to verify previous employment and educational achievements and utilize references of past business associates.

Process for New Hires

Upon the decision of a department/board/Selectboard to hire a new employee, a CORI check must be run on an individual by the authorizing agent for the Town. Upon a passed CORI, a New Hire packet can be given out based on full time or part time status. At this time, it is generally a good idea to go over the documents to be filled out with the new employee. Most often do not have questions until they are completing paperwork at home. The file will be maintained and updated as needed by the Town Administrator Office unless otherwise noted/accepted into bylaw as the Town Administrator or other entity to handle Personnel items.

The following addendums include

Addendum A: New Hire Letter (to be given to each new hire during "orientation")

Addendum B: Onboarding Sheet (to be given to each new hire during "orientation")

Addendum C: Employee File List (maintain in each personnel file for thorough recording)

Introductory Period

All employees are subject to an evaluation period for the first six (6) months after their first day of employment. The purpose of this introductory period is to permit the supervisor an opportunity to evaluate the ability with which the employee performs his/her job and to provide the employee with an opportunity to decide if he/she is satisfied with their job. All employees will also receive an onboarding sheet that outlines their benefits and other important information for the start of their position.

Each employee promoted, transferred or hired into a new classification shall be required to successfully complete an introductory period of three (3) months after beginning their first day of the new assignment. At the end of the three (3) month introductory period, the employee and supervisor will discuss continued employment in that position based upon the employee's job performance. During a formal review, there will be a discussion of whether or not an employee has attained the minimum standards of performance expected in order to continue in their position. Any employee may be terminated without notice during the introductory period.

Job Descriptions

Each position shall have a written job description. In general, the description will normally include the purpose of the position, areas of responsibility, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g. working hours, use of car, etc. When necessary, the Selectboard shall consult with the Town Administrator and other department heads to modify job descriptions to meet the needs of the Town.

Print Name:

Signature:

Position:

Date: