



Town of Chester Job Posting and Recruitment Policy

Last Updated: 1/21/26

Approved: 3/2/2026

Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for posting employment opportunities with the Town of Chester. This policy ensures compliance with applicable federal and Massachusetts laws and promotes equal employment opportunities while attracting qualified candidates.

Scope

This policy applies to all employment positions within the Town, including:

Full-time, part-time, temporary, seasonal, and grant-funded positions.

This policy does not supersede collective bargaining agreements or any other employment agreement, which shall govern where applicable.

Policy Statement

The Town of Chester is committed to fair and open recruitment practices. All job vacancies shall be posted in a manner that provides reasonable notice and equal opportunity for qualified individuals to apply.

Authorization to Post

All job postings must be approved prior to release by: the board of Selectmen and or the board that is authorized to post for position in their department by town by-law or Massachusetts General Law.

Job Posting Requirements

Each job posting shall include, at a minimum:

Job title

Department

Employment status (full-time, part-time, temporary, etc.)

Salary range or hourly rate (in compliance with Massachusetts pay transparency laws)

Summary of duties and responsibilities

Minimum qualifications

Application deadline or review date

Instructions for applying

Equal Employment Opportunity (EEO) statement

Posting Locations and Duration

Positions may be posted externally concurrently with internal postings or following the internal posting period, at the discretion of the Town.

External postings may be advertised on:

The Town's official website

Municipal or professional association job boards (such as MMA)

Local or regional publications

Other recruitment platforms as deemed appropriate

Posting Duration

Job postings shall remain open for a minimum of thirty (30) calendar days, unless an extended or continuous posting is justified by recruitment needs.

Equal Employment Opportunity

The Town of Chester is an Equal Opportunity Employer. Employment decisions shall be made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, national origin, or any other status protected by law.

Reasonable Accommodations

Applicants requiring reasonable accommodation during the application or interview process may request such accommodation through the town.

Selection Process

Posting a position does not obligate the Town to fill the vacancy. The Town reserves the right to:

Modify or withdraw a posting at any time

Interview some or all qualified applicants

Repost a position if necessary

All hiring decisions shall be based on job-related qualifications and merit.

Records Retention

All job postings, applications, and related recruitment materials shall be maintained in accordance with Massachusetts public records and records retention laws.

Print Name:

Signature:

Position:

Date: