

RESOLUTION

NUMBER 10-13

(SUPPLEMENTING THE TOWN HIRING POLICY)

WHEREAS, from time to time the Town Board is in need of hiring employees to fulfill the mission of the Town; and

WHEREAS, there are times when positions are filled that are not subject to Civil Service or for which a Civil Service list does not exist and the Town Board is then free to appoint anyone to that position; and

WHEREAS, positions are always advertised publically by the Town and resumes and applications are received by the Human Resource Manager; and

WHEREAS, the Human Resource Manager holds the resumes and calls in for interviews promising candidates who are then interviewed by the respective Department Head, a Member of the Town Board and the Manager; and

WHEREAS, recommendations are then made to the Town Board for appointment; and

WHEREAS, it is the desire of the Town Board to set forth some criteria that should be utilized in selecting candidates for interview and consideration for appointment.

NOW, THEREFORE, BE IT RESOLVED, that any vacant position to be filled in the Town for which a Civil Service list does not exist, should be posted internally within the Town and advertised in the local media and on the website and television channel of the Town for an appropriate period of time; and

BE IT FURTHER RESOLVED, that in reviewing the applications submitted and determining who will be called in for an interview, the Human Resource Manager, Department Head and Interview Committee should consider the following:

1. The most highly qualified for the position in terms of skill, including education and/or experience necessary to perform the work.
2. Resident of the Town.
3. Veterans with the appropriate skills.
4. Non-residents from immediately adjacent areas.
5. All others.

BE IT FURTHER RESOLVED, that while they are not excluded from applying, the Town Board strongly prefers not to hire the immediate relatives of existing Town employees so as to prevent the conflict wherein an employee may be in the same department or under the supervision of an immediate family member.

BE IT FURTHER RESOLVED, that said terms and conditions are considerations to be utilized in the hiring process.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN, TOWN CLERK**

**Adopted January 22, 2013
At a Regular Meeting
Held at Town Hall**