

Personnel Request Policy



Effective Date: 11/09/2021

POLICY SCOPE:

The Town of Stow is committed to a fair and equitable process for filling vacancies and new positions by establishing a fair and consistent hiring process for the recruitment and selection of candidates for positions of the Town.

DEFINITIONS:

Hiring manager – Manager responsible for hiring a specific vacancy, usually the Department Head.
Requisition to Fill (RFP) – attached, must have approval signatures prior to the recruitment process.

APPLICABILITY:

This policy applies to all paid employee positions in the Town.

POLICY DESCRIPTION:

The primary goal of the Town is to fill vacancies with the most qualified candidate available. The employment function is centralized with the Assistant Town Administrator/Human Resource Director the Human Resources Department. HR works closely with all other departments in filling open positions. The Town will adhere to the principles of Affirmative Action and Equal Employment Opportunity. The Town's policy is to comply with the Americans with Disabilities Act, and the comparable state law in all phases of the hiring process, including making reasonable accommodations to enable applicants with disabilities to obtain access to Town facilities for the purposes of seeking employment and, if hired, to perform the essential functions of the position.

PROCEDURES:

1. When an opening exists or is anticipated, the Department Head will complete a Personnel Request Form (PRF) to fill a new or vacant position and forward it to the Assistant Town Administrator/Human Resource Director, along with a copy of the most recent job description.
2. The Human Resource Director will review the requisition for conformance to established Town policies and by-laws, government regulations, applicable collective bargaining agreements and salary ranges. If the information is not clearly understood or is nonconforming, the Human Resource Director will contact the Department Head for clarification or revision.
3. Upon approval of the Town Administrator, the Human Resource Director will commence the recruitment and selection process, beginning with the position posted on the Town Website and in other appropriate recruitment sites, consistent with, if union, the collective bargaining agreement.