


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Vacancy Advertisement and Selection
	Policy Reference No:	4-3
	Release Date:	9-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees

The Township Manager will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, Civil Service and the Equal Employment Opportunity Commission requirements.

In the event a vacancy occurs, a new position is created, or an opportunity for promotion to a higher title occurs, and provided that the Township determines that it will fill a vacancy, the Township shall establish reasonable job specifications for such vacancy, new position or promotion. Such position availability including grade, title and salary range shall be posted in the Municipal Building, the Community Center, the Department of Public Works Garage, and the Wastewater Treatment Facility for a period of at least five (5) calendar days.

The Township Manager, prior to release to the public regardless of Department or Division, shall approve Pre-Employment Applications and Internal Employment Forms as to form and content.

External Applicants:

Candidates shall be required to complete a Pre-Employment Application (if not already employed by the Township in a full-time permanent capacity).

Internal Applicants:

The Township provides employees an opportunity to indicate their interest in open positions within the organization according to their skills and experience. In general, notices of all regular, full-time and part-time job openings are posted, although the Township reserves its discretionary right to not post a particular opening (unless otherwise required by Civil Service rules).

To apply for an open position, employees should submit an Internal Employment Application (for employees that are already employed by the Township in a full-time, permanent capacity) to the Township Manager's Office listing job-related skills and accomplishments. It should also describe how their current experience with Verona and prior work experience and/or education qualifies them for the position.

To be eligible to apply for a posted job, employees must have performed competently for at least 365 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Attendance records will be evaluated as part of the applicant selection process. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

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The Township recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Should there be an interest among the employees currently employed by the Township, then a Candidate shall be selected based on qualifications with the job specifications, except that where more than one employee applies for the position and they are both equally qualified, then seniority shall determine the selection.

Where no current employee applies for the position that meets the requirements and/or qualifications for the position, it may be selected from outside the organization by a qualified person.

The Pre-Employment Application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law. Testing may also be required by Civil Service rules and regulations

Once a candidate has been selected to fill a vacancy pursuant to this policy, the Township Manager shall issue said candidate a Conditional Offer of Employment.

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Revision No.	Revision Date	Nature of Revision	Approved By