

**Town of Mashpee Board of Selectmen
Policy Number 006**

Certification and/or Confirmation of Appointments

I. PURPOSE

This policy exists to confirm the role of the Town Manager and Board of Selectmen in the hiring and/or promotion process, and to establish the procedures by which the Selectmen will certify the process and, in certain cases, confirm appointments and/or promotions. This policy shall not apply to any position/member directly appointed by the Board of Selectmen.

II. POLICY

Pursuant to Section 4-2(b) of the Town Charter, the Town Manager shall be the Appointing Authority for all Town employees. Certain provisions of this policy shall not apply to temporary or seasonal positions. Appointments made by the Town Manager to any Town Officer or Department Head position shall be subject to certification of the hiring process and confirmation by the Board of Selectmen at a regularly scheduled meeting. Promotions to Town Officer or Department Head positions shall follow the same certification and confirmation process as new appointments made by the Town Manager to positions within those classifications.

Pursuant to Section 5-4 of the Town Charter, appointments made by the Town Manager to all other positions within the Clerical Union, Public Works Union Units A & B, Administrators Union Unit A, and Personnel Administration Plan shall be subject to certification of the hiring process by the Board of Selectmen. Promotions within the Clerical Union, Public Works Union Units A & B, Administrators Union Unit A, and Personnel Administration Plan shall follow the same certification process as new appointments made by the Town Manager to positions within those classifications.

Pursuant to Section 5-3 of the Town Charter, the Fire Chief and Police Chief shall each be responsible for the appointment, promotion, and discipline of all officers and subordinates in their respective departments. Said appointments shall be subject to approval by the Town Manager, and certification of the hiring process by the Board of Selectmen at a regularly scheduled meeting. Promotions within the Fire and Police Departments shall be subject to approval by the Town Manager and certification of the hiring process by the Board of Selectmen.

The Chairman of the Board of Selectmen or his/her designee shall have signatory authority with respect to certification of the hiring process and confirmation of appointments.

All Personal Service Contracts approved by the Town Manager shall be ratified by the Board of Selectmen at a regularly scheduled meeting.

III. PROCEDURE

- A. All appointments shall be in accordance with the Charter and By-laws of the Town of Mashpee.

- B. Upon presentation of a conditional offer by the Appointing Authority and acceptance of employment by the applicant, the Human Resources Department shall prepare a Position Appointment/Reappointment Request form and, through its Human Resources Director, shall attest on said form that the selection/hiring process was consistent with all Town of Mashpee policies and procedures.
- C. For Town Officer and Department Head positions, the Position Appointment/Reappointment Request form shall be signed by the Appointing Authority and the Town Manager. After the successful completion of any applicable medical examinations and/or background checks, the matter shall be placed on an upcoming Board of Selectmen agenda. Upon certification of the hiring process and confirmation of the appointment by the Board, the Position Appointment/Reappointment Request form shall be signed by the Chairman, and the appointee may begin work as an employee of the Town of Mashpee.
- D. For police officer and fire fighter positions, the Position Appointment/Reappointment Request form shall be signed by the Appointing Authority and the Town Manager. After the successful completion of any applicable medical examinations and/or background checks, the matter shall be placed on an upcoming Board of Selectmen agenda. Upon certification of the hiring process by the Board, the Position Appointment/Reappointment Request form shall be signed by the Chairman, and the appointee may begin work as an employee of the Town of Mashpee.
- E. For all other positions, the Position Appointment/Reappointment Request form shall be signed by the Appointing Authority and the Town Manager, as well as by the Chairman of the Board of Selectmen for the purpose of certification of the hiring process. The appointee may begin work as an employee of the Town of Mashpee only upon the successful completion of any applicable medical examinations and/or background investigations.

***Adopted by the
Mashpee Board of Selectmen
February 12, 2018
Pages: 2***