

RESOLUTION 2021-2
Adopting an Employee Personnel Hiring Policy
For the Town of Westport Indiana

Department heads will identify and communicate staffing needs to the Town Council and Clerk/Treasurer.

Council and Clerk Treasurer will evaluate the request, needs and budgetary concerns.

Upon Council approval the Department head will provide a job description with the preferred skills, experience, and education level.

The Department Head will then work together with the Clerk Treasurer to advertise/post the opening.

Length of time and type of advertisement/posting will follow any minimum State and Federal guidelines. The length or type of advertisement/posting is not limited to the minimum guidelines and can be extended based on the Department Head and/or Clerk Treasurer's discretion.

Upon completion of the advertisement/posting the Department Head will review the submitted applications/resumes and interview the most qualified candidates. Should the Department Manager determine there were no qualified applicants and advertisement/posting can be re-opened before moving to the next step in the hiring process. (Candidates for the Police Department may be required to perform Physical Testing to Indiana Law Enforcement Academy requirements and Written Testing prior to the next step in the hiring process.)


The Department Manager will then perform background check(s) and pre-employment drug screen(s) to the candidates passing the Department Head's interview portion of the process, at least 1 but no more than 3 will move forward to this step in the process.

The Department Manager will evaluate the background check(s) and pre-employment drug screen(s) and select one candidate to bring to the Council for approval.

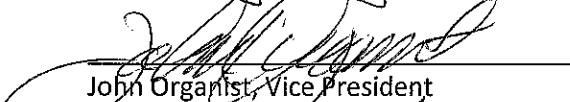
The Department Manager will then present the suggested candidate to the Council for approval.

Upon Council approval the Department Manager will work together with the Clerk Treasurer to complete any necessary employment paperwork and set a start date for the new employee.

Adopted this 8th day of February, 2021.



Harry Pray III, President



John Organist, Vice President



Joyce Brindley, Councilwoman