



City of Northampton, Massachusetts
Human Resources Department
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HUMAN RESOURCES DEPARTMENT REGULATION

August 1, 1997

NUMBER 300-1

EMPLOYMENT

1. Policy

It is the policy of the City to fill vacant positions with the best qualified persons available. Consideration for placement and evaluation will be made on a fair and equitable basis, without regard to race, religion, color, lawful political or other affiliation, marital status, gender, age, national origin or disability.

2. General

This regulation is issued for the guidance of all personnel concerned in order to insure uniformity in processing personnel actions.

3. Definitions

A. *Civil Service* -- those positions which fall under the jurisdiction of the Massachusetts Executive Office For Administration And Finance, Human Resources Division (MHRD), formerly the Massachusetts Division of Personnel Administration. These may fall into the following categories:

- *Permanent* -- a continuing position filled by selection from an eligible list issued by the MHRD.
- *Provisional* -- a position filled pending the furnishing of an eligible list by the MHRD.
- *Temporary* -- a position filled on a temporary basis with a definite time limitation usually not to exceed one (1) year in duration.
- *Emergency* -- a position filled for a period not to exceed 30 work days due to an emergency in the Department.

B. *Non-Civil Service* -- those positions which do not come under the jurisdiction of the MHRD. The incumbents of these positions (except those on tenure) serve at the will of the Mayor, Commission, Committee, official, or body empowered to make such appointments; e.g. Department Heads, Directors, and certain clerks of elected officials.

C. *Elected* -- those positions to which persons are elected by the voters; e.g. Mayor, City Clerk, City Treasurer.

D. *Appointing Authority* -- the person authorized by Ordinance to process appointments.

E. *Selecting Official* -- person(s) authorized to make a selection in the case of appointments, promotions, etc.

4. Procedures

All requests to fill vacant authorized positions (provisional, temporary or permanent Civil Service, full-time or part-time, entry level or promotional) will be submitted by the person authorized to initiate such requests through the Mayor's Office for funding approval by the Finance Director and approval by the Mayor and then forwarded to the Human Resources Department for action. **Personnel Requisition form (HRD #1)** will be used for this purpose. In cases where the position is under Civil Service, the Human Resources Department will submit the necessary forms to that agency and act as liaison with that agency.

The Human Resources Department will develop recruiting sources in order to establish and maintain eligible lists from which a selecting official may make their choice. This will apply to Civil Service positions for which no eligible lists exist and for non-Civil Service positions.

Persons selected for appointment will be sent to the Human Resources Department for processing. Processing will include: physical examination coordination (as needed); completion of necessary tax forms, insurance documents, and City documents; benefits orientation, etc.

The Selecting Official will confirm personnel appointments to the Human Resources Department by initiating a **Report of Personnel Action form (HRD #2)**. The Human Resource Director will review and, if approved, sign the form and forward the original to the City Auditor with copies to the Selecting Official, the City Treasurer, the Retirement Board, the Human Resource Department's "Chrono" file, the employee's personnel file, and to the employee.

As provided by Chapter 150E of the General Laws, if a conflict should arise between these regulations and a negotiated agreement, the contract shall prevail.

NOTE: This regulation cancels and supersedes Personnel Regulation 300-1 dated 3/10/93.

Approved: _____

Mary L. Ford
Mayor

Donald R. Teres
Human Resources Director

DISTRIBUTION: Department Heads
Union Presidents
Bulletin Boards