

### ***Policy on Equal Opportunity Employment***

The Amherst Department of Public Works shall operate so as not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, age, gender or sexual orientation. The Town will take necessary action to ensure that potential applicants as well as existing employees are treated without regard to their race, creed, color, national origin, age, gender, or sexual orientation.

The Director of Public Works reviews on a regular basis the performance of department personnel. The decision to hire new personnel with available budgeted funds is within the authority of the Director or his designee(s).

The Department of Public Works fills available, open positions with the best possible candidate, and guarantees qualified employees the opportunity for advancement. Job postings are in accordance with Section 116 of the Town of Amherst Personnel Policy Manual. After advertising an open position and reviewing qualifications, staff personnel interview leading candidates following recognized and approved procedures for oral and/or written methods in a panel process with pre-selected questions. Occasionally, the Town Administrator or members of the Board of Selectmen may observe or participate in the interview process.

Upon signing a conditional offer for employment with Public Works, employees must satisfactorily complete a personal history statement, Department of Safety criminal record release authorization form, motor vehicle release form, and NH Department of Transportation pre-employment physical examination. This examination will include a physical, drug, and alcohol screening, all of which will be paid for by the town.

Applications of finalists not offered a position are kept on file for a six-month period. Should a position open and management deems the applicant qualified, a conditional offer may be made without going through the advertising and posting process.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*