

Chapter 46A

APPOINTMENTS & HIRING POLICIES

Article 1: Appointments

Article 2: Hiring

Article 3: Miscellaneous

[Revision History: Initial issue February 11, 2025]

NOTE: This policy does not apply to the following positions as specific state laws apply:

- Deputy Town Supervisor
- Deputy Town Clerk
- Deputy Highway Superintendent

Article 1: Appointments

1.1 Appointed Positions on Boards, Committees, & Commissions

- a) All position openings will be posted and communicated to the residents via website, town email alerts, town social media, and hard copy postings
- b) A Letter of Intent will be submitted by all applicants
- c) When possible, an interview process will be used to determine the most appropriate candidate
- d) Appointments will be selected and voted upon by the Town Board

Article 2: Hiring

2.1 Permanent and Part-Time Hiring

- a) All positions openings will be posted and communicated to the residents via website, town email alerts, town social media, and hard copy postings
- b) An application will be submitted by all applicants. The Application form to use is the latest Jefferson County "Application for Examination/Employment" form.
- c) The Highway Superintendent is the hiring authority for all approved Highway Department positions.
- d) The Town Supervisor is the hiring authority for all approved non-Highway positions.

- e) Nepotism. The Highway Superintendent and Town Supervisor shall not participate in any decision to hire, promote, discipline, or discharge a relative.

Article 3: Miscellaneous

- a) HIGHWAY DEPARTMENT & SANITATION - MOTOR VEHICLE RECORD REVIEW (NYMIR requirement, do not revise or remove without reviewing NYMIR recommendation report of July 2024)

It is a DOT regulation that the highway superintendent review and evaluate drivers' Motor Vehicle Record (MVR) at the time of hire and annually to ensure that the driver has a valid driver's license or CDL and exhibits a safe driving record. A convenient way to do this is to utilize a monitoring service such as the NYS DMV LENS (License Event Notification Service.) To register for LENS contact the NYS DMV at: <https://dmv.ny.gov/dmv-records/overview>. This service is free for government entities.

- b) All hired employees will have a criminal background check performed.
 - a. Use Accurate Background Investigations, Inc. to perform background check prior to hiring. See Attachment A.

ATTACHMENT A CRIMINAL BACKGROUND CHECK

Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650

Name: _____

Address: _____

SSN: _____ DOB: _____

Drivers Licenses Number _____ State: _____

Do you authorize Accurate Background Investigations, Inc to do a background check and/or DMV check?

Yes: _____ No: _____

Applicants Signature: _____

All Information Obtained is held confidential.

Accurate Background Investigations, Inc.
1903 W. Genesee St.
Syracuse, NY 13204
Phone (315) 802-4528 Fax (315) 802-4531

