

TOWN OF RANGELEY

STAFFING POLICY

- A. The Town Manager shall make recommendations to the Board of Selectmen in the matters of employment position creation and/or retention for the Board's consideration and approval.**
- B. Position/Job titles, designations, grade levels, and identifications shall be approved by the Board of Selectmen.**
- C. Job descriptions shall be the responsibility of the Town Manager. Job descriptions will be kept on file for all Town employees.**
- D. As existing full time permanent employment positions of the Town become vacant due to, but not limited to, retirement, resignation, termination, or by any other means, the Town Manager shall review whether such position(s) shall be filled, eliminated, or held open. This review process shall take place prior to any action taken to fill such vacant position(s) and a recommendation shall be made to the Board of Selectmen for their approval.**
- E. This policy is limited to employment positions not mandated or otherwise directed by existing Town of Rangeley ordinances or State and Federal Statute.**

INTENT: The intent of this policy is to direct the Board of Selectmen to consider staffing levels that will best serve the inhabitants of the Town of Rangeley.

First Reading **March 21, 2006**

Adopted **April 04, 2006**

Amended _____