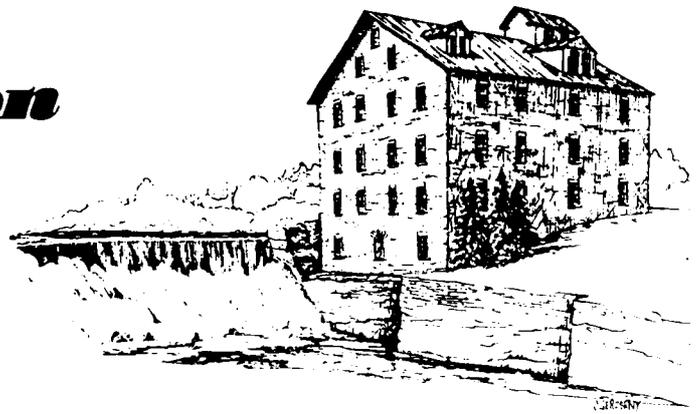


# ***Town of Mendon***

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



## **TOWN OF MENDON HIRING POLICIES**

### **OUR MISSION**

*The Town of Mendon seeks to serve the best interest of the public in the most efficient, cost effective and expeditious manner.*

**Adopted by the Mendon Town Board on April 11, 2000.**

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**Town of Mendon  
16 West Main Street, Honeoye Falls, NY 14472-1199 • (716) 624-6060 • FAX (716) 624-6065**

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**SECTION I: EMPLOYMENT****A. Full Time Position**

1. The position is advertised in our official newspaper and includes a deadline for accepting applications. When appropriate, the advertisement will include the requirement for a medical evaluation (by a physician appointed by the Town) and provisions for drug testing.
2. All applicants are forwarded a copy of the job description for the position, a job application, as well as any other pertinent information.
3. All applicants will be scheduled for an interview with the appropriate hiring body.
4. Other individuals may be invited to the interview if pertinent and if the interviewing body agrees.
5. Preference will be given to residents of the Town who are fully qualified.

**B. Part Time Position**

The procedures outlined in §I, A1-5 are to be followed.

**C. Seasonal Part Time Position**

All seasonal part time positions available for the winter season are to be advertised in October of each year and all part time positions available for the summer season are to be advertised in March of each year. However, should those individuals who have performed these duties in the past indicate their interest in reappointment, and all vacant positions are thereby filled, advertising for these positions is not necessary.

**D. Single Project Position**

1. If projected to be less than 100 hours, does not require advertising.
2. In all other cases, the procedures outlined in §I, A1-5 are to be followed.

**E. Emergency Situations**

When an emergency situation occurs which requires the immediate filling of the vacancy created, the position may be filled without following the procedures outlined in §I, A1-5.

**SECTION II. APPOINTMENT TO A BOARD****A. When a Term Expires:**

1. A letter is forwarded two months before the expiration date to an individual whose term is to expire to inquire of his/her interest in continuing in this position.
2. The position is advertised in our official newspaper including a deadline for accepting applications.

3. An individual seeking reappointment may do so by responding to the letter of notification.
  4. A new applicant is forwarded a job description, a job application and any other pertinent information.
  5. An interview is scheduled as follows:
    - a. Request for reappointment - Town Board's discretion.
    - b. New applicant - always interviewed
- B. Vacancy created when an individual resigns:
- The procedures outlined in §II, A1-5 are to be followed.