

Washington Township Hiring Policy

All applicants must complete an employment application. Washington Township may also require a resume' and letters of reference depending on the position being applied for. An application must be completed before an applicant will be considered a candidate. Following the Supervisor's review of all completed applications, the Supervisor or Department Head will begin interviewing the most qualified candidates. Those who do not meet our employment requirements will remain classified as applicants. Washington Township will make conditional offers of employment to those candidates selected during the interview process. The conditional aspect of the job offer depends on the employee's agreeing to acknowledge Washington Township policies in writing, consenting and passing all necessary drug, background and reference checks and finally any other condition that should be met before the candidate may consider themselves an employee. Following an acceptance of an offer of employment, all new employees will be given a start date and location to report for an orientation session.

ALL applicants for drivers, dispatch and driver supervisory personnel will be subject to ALL PACE policies and other criteria.

Orientation is paid. During the orientation, the new employees will be given workplace rules, policies and other information about their positions. Authorization forms and policies must be signed at this time BEFORE actual work is performed and before they are sent for a meeting with their new department manager.

Non-discrimination

Washington Township is an equal opportunity employer and will not discriminate in hiring against qualified individuals with regard to age, race, sex, religion, disability, military status or national origin.

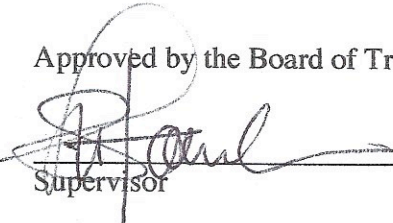
Full Time Status

The Board MUST approve the addition of all new full-time and part-time positions and and/or increases in current staff, note exceptions. The Board also approves any changes of part-time status to full time status, note exemptions.

Exceptions:

The Supervisor is authorized to approve the hiring of temporary employees when township services will be affected due to an employee leave of absence, disability, resignation or termination. All temporary employees must be approved by the Board of Trustees within 30-days of hire before becoming permanent part-time or full-time employees.

Approved by the Board of Trustees this 6th day of NOV 2017.



Supervisor



Attest: Clerk



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