

TOWN OF WESTMINSTER

BOARD OF SELECTMEN

POLICY FOR ESTABLISHING NEW POSITIONS

Purpose:

This policy establishes a procedure for creating a new paid position, whether full or part-time, and for increasing the work hours of an existing part-time position to an average of twenty or more hours, so as to cause it to become a benefited position.

Applicability:

This policy shall apply to all Town of Westminster departments, boards and commissions.

Criteria for Documenting Need

The department, board or commission involved shall document the need for the position or increased hours by providing, at a minimum, the following information:

1. Using the standard job description format approved by the Personnel Board, draft a new or revised job description, identifying the duties and responsibilities of the position.
2. Explain how and why the workload of the department has increased so as to require additional assistance.
3. Explain how the duties are currently being performed, which position is currently performing those duties, and why they cannot continue to be performed in the current manner.
4. Describe how the new position or additional hours would increase the effectiveness and/or productivity of the department.
5. If possible, identify a dedicated revenue source available to fund the position, or show how the position will assist in generating additional revenue. (It is recognized that this will not be possible in all cases and is not an absolute requirement in obtaining approval.)

6. Describe any other alternatives that have been considered to meet this need (ie: would it be possible to share these duties with an existing position; is there an outside agency that could provide this service at a reasonable cost; are there other ways to automate or streamline duties in the department?)
7. Provide an estimate of the costs associated with the position, including salary and benefits.

Submission and Approval Process

Proposals for positions subject to this policy shall be submitted to the Board of Selectmen. The Selectmen will then forward the proposal to the Personnel Board and the Advisory Board, with a request that these boards review the proposal and submit their recommendations to the Board of Selectmen.

If approved by the Board of Selectmen, the proposed position shall be included on a town meeting warrant for final approval of the voters.

(This policy replaces the Board of Selectmen policy adopted on November 26, 2001, titled “Rules to Establish Personnel Positions.”)

(Adopted by Board of Selectmen: 2/14/2005)