

**TOWN OF NEW LEBANON  
RESOLUTION # 21, 2019  
EMPLOYEE APPOINTMENT POLICY  
JUNE 11, 2019**

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 11th day of June, 2019, the following Resolution was proposed and seconded:

Resolution by Councilmember Smith Sr.  
Seconded by Supervisor Teal

**Employee Appointment Policy**

**WHEREAS**, it is the Town Board's responsibility and authority to make appointments to fill vacancies in town positions, on boards or on commissions; and

**Whereas**, the Town of New Lebanon is the employing entity; and

**Whereas**, in some instances, the Town Board is not the appropriate entity to conduct the interviews of the applicants for said vacancies; defers the interviews to the appropriate department heads, boards or commissions; and makes an appointment based on a recommendation from said department heads, boards or commissions,

**Now, therefore be it resolved** by the New Lebanon Town Board that in order to make informed decisions in the best interest of the employing entity, the Town of New Lebanon, the following is adopted as the *Employee Appointment Policy*:

1. In those instances when the Town Board is the most appropriate entity to conduct interviews of applicants for a vacancy, the Town Board will conduct the interviews and make the appointment;
2. In those instances when another entity (department head, board, commission, etc.) would be the more appropriate one to conduct the interviews based on knowledge and understanding of the skills and experience required for the position, the following protocol will be followed:
  - a. Interviews of all qualified candidates will be conducted;
  - b. A letter or memo with a paragraph summarizing the highlights of each candidate's interview, skills and experience and specifying which candidate is being recommended and why will be sent to the town board along with copies of the resumes, applications or letters of interest received at least one week in advance of the meeting when said appointment is to be made;
  - c. The town board will direct any questions or concerns to the Supervisor (HR) for discussion with the recommending entity.
  - d. If the town board disagrees with the recommendation, a meeting will be scheduled for the board to meet with the recommending entity to resolve the issue.
  - e. In all cases, the Town Board is ultimately responsible for all appointments except for deputy town clerks and highway employees (and any other

- positions as set forth by New York State Law) and will not make an appointment if they have legally valid reasons to decline.
3. The town board has the authority to waive the interview requirements if it is determined to be in the best interest of the town, eg. only one applicant for a position.
  4. This policy applies to compensated positions and uncompensated positions, board and commission seats.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Kevin Smith Sr.	Aye
Supervisor Colleen Teal	Aye
Councilmember Jesse Newton	Aye
Councilmember Mark Baumli	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: June 11<sup>th</sup>, 2019

Tistrya Houghtling  
Town Clerk  
Town of New Lebanon