

TO: Selectmen
FR: Executive Secretary
DT: 6 December 2016
RE: Admin Asst to Accountant – temporary position

In the FY2017 budget the Selectmen approved \$9,228.96 to fund a position of administrative assistant to the accountant at 8 hours per week on a six month trial period. The position was proposed and approved as an Administrative Assistant at Grade 6 and Step 1 - \$22.10/hr.

The Accountant and I would like to move forward with the trial period. The six month trial period creates some challenges with the town's HR bylaw and policies & procedures. We propose that the Selectmen, as the appointing authority, authorize the Accountant hire a Temporary Employee, that she has identified for this position, for 90 days.

At the conclusion of the 90 days, the Accountant and Selectmen will meet and decide if the position was successful. If the Selectmen find that the temporary position was successful, they will authorize the posting of a position vacancy and I will initiate the usual hiring process. This would be expected to take two weeks. A candidate would be recommended to the Selectmen for hiring at their next regular meeting.

SCHEDULE

Selectmen's meeting	December 6, 2016	Authorize 90 day temporary employee
Temporary position starts	December 12, 2016	
Thirty Day Review	January 12, 2017	Accountant, Executive Secretary, employee
Budget discussion	February 6 th 2017	FINCOM, Selectmen, Acct, ES. For FY2018
Sixty Day Review	February 13, 2017	Accountant, Executive Secretary, employee
Ninety Day Review	March 7, 2017	Accountant, Executive Secretary, employee
Selectmen's meeting	March 7, 2017	Discussion position, authorize posting vacancy
Advertising	March 9, 2017	Post and advertise vacancy for 10 days
Application deadline	March 20, 2017	Review applications, select 3 interviewees
Selectmen's Meeting	March 21, 2017	Interview finalist, possible appointment
New position starts	March 27, 2017	