

## Avon Township Hiring Policy

It is often necessary for the Township to hire employees to assist with various work, including snow plowing and road maintenance. This document provides the steps/policies involved in the hiring process. When hiring any person for a non-emergency position, the following policies apply:

1. At a meeting, the Supervisors determine by motion that it is necessary to hire an employee. The Supervisors will also provide guidance for how and where the position will be advertised, and the scope of responsibilities.
2. Available positions will be advertised in legal posting places for at least one week.
3. Applicants should submit a completed Avon Township Employment Application that is available online ([https://avontownship.org/images/docs/permits/employment\\_application.pdf](https://avontownship.org/images/docs/permits/employment_application.pdf)) or from the Clerk.
4. Supervisors review any applications. At their discretion, the Supervisors may find it necessary to interview qualified applicants.
5. At a board meeting, the Supervisors approve by motion the hiring of an applicant for the position and set the salary, benefits, and job requirements, as necessary.
6. A Supervisor will be appointed to serve as the direct contact/supervisor for the employee.
7. The new employee will be given a packet with documents that need to be completed. The packet may include a contract, W4-MN, W4, I-9, PERA forms, direct bank deposit form, and Employee Hiring Form. The documents can be obtained from the Clerk.
8. The new employee completes necessary documents and submits them to the Clerk. Once all the necessary documents are completed and received, the Clerk will notify the new employee's Supervisor that work can begin. No work may begin until all necessary forms are completed.
9. The new employee will be given an orientation by his/her work supervisor prior to starting work. The orientation may include: keys (*as necessary*), computer use, Town Hall tour (*heating / cooling, garbage, cleaning supplies*), and time card handling.