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**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2003-01**

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**TO :** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

**FROM:** KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

**SUBJ :** PROCEDURE TO BE FOLLOWED IN THE ESTABLISHMENT OF NEW POSITION(S)

**DATE:** FEBRUARY 25, 2003 (REVISED APRIL 28, 2003) (REVISED 2/26/24)

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At the April 28, 2003 Board of Selectmen's meeting an amendment to Policy No. 2003-1 was approved removing procedure number 5 which stated "Presentation to Personnel Committee for concurrence of job classification and placement on the Town's Wage and Salary Plan." The policy now reads as follows:

1. Initial consultation with the Town Administrator to explain unmet staffing needs; concept of the duties to be performed by the position; and structure and placement of this position in the overall departmental organization.
2. Preliminary discussion by the Department Head and the Town Administrator with the Board of Selectmen to determine if the members will entertain new position(s) in the budget process.
3. Preparation of a draft job description to include minimum knowledge, skills, and ability requirements; and whether these are exact or if any combination of education and experience is appropriate for this position. Identification of ADA characteristics.
4. Review by the Town Administrator and Human Resources Director of the draft job description to determine Fair Labor Standards Act (FLSA) characteristics, placement on the Wage and Salary Plan, and review of the job description to ensure clarity of position description.
5. Presentation to the Board of Selectmen for approval/consideration.

The foregoing is intended to outline a standard process for department heads to follow when requesting new positions.

EFFECTIVE DATE: 1 March 2003

Revised on 02/26/2024

Approved on \_\_\_\_\_

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Chairman

\_\_\_\_\_  
Vice Chairman

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Selectman

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Selectman

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Selectman

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Selectman

**EFFECTIVE DATE:** 30 May 2000