

**Town of Guilford  
223 Marble Road  
Guilford, NY 13780**

**POLICY AND PROCEDURE**

**FILLING STAFF VACANCIES**

Policy: It is the policy of the Town of Guilford to fill staff vacancies in accordance with NYS Election Law, Civil Service guidelines, and/or collective bargaining agreements.

Procedure:

1. The Town Supervisor will notify members of the Town Board of any vacancies in writing via email within five (5) business days.
2. On the request of three (3) Board Members, a special meeting will be called by the Town Supervisor to discuss the vacancy.
3. The Town Board will follow procedures outlined by any collective bargaining agreement or other exceptions provided by law when applicable (ex: Deputy Town Clerk).
4. The Town Clerk will by resolution and approval of the Town Board:
  - A) Post the vacancy on the town hall bulletin board and website.
  - B) Place a public notice advertising the vacancy.
    - 1) The notice will include:
      - a) Qualifications for the position set forth in NYS Election Law. **OR** Minimum qualifications and requirements provided by the County Personnel Department.
      - b) Deadline for submitting a job application, a letter of intent and/or resume.
      - c) Address and/or telephone number for applicants to contact for questions.
5. Job applications, letters of intent and resumes will be submitted to the Town Clerk and be available for review by members of the Town Board once the submission deadline has passed.
6. Representatives of the Town Board will interview prospective candidates and make a recommendation to the full Board.
7. The Town Board will pass a resolution for the approval of a candidate to fill the vacancy.

Adopted 9/14/16  
Reviewed 7/8/20  
Revised 2/8/23