

# **POSTING OF EMPLOYMENT VACANCIES POLICY**

92-01

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## **1. PURPOSE AND SCOPE**

The purpose of this policy is to establish consistent procedures for the posting of vacancies.

## **2. POLICY**

- A. All vacancies for a full-time or part-time position within the Town of Groton shall be posted, unless determined by the Town Manager that a posting is not required.
- B. A preferable time frame of two weeks prior to advertisement in the newspaper will be considered.
- C. The postings shall be at the following locations: Town Hall, Public Safety Building, Highway Garage, Groton Electric Light Department, Fire Station, Public Library and Senior Center.