

OFFICE OF THE STATE TREASURER AND RECEIVER GENERAL

HIRING POLICY

The Office of the Massachusetts State Treasurer and Receiver General (Treasury) is an equal employment opportunity employer and seeks to hire and advance the employment of qualified diverse individuals, veterans, and people with disabilities. The Treasury does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, ethnicity, age, handicap or disability, uniformed military status, veteran status, marital status, sexual orientation, genetic information, gender identity, or any other classification protected by law, in accordance with Title VII of the Civil Rights Act of 1964, M.G.L. Chapter 151B, or any other applicable federal or state law.

Employment with the Treasury is at-will unless subject to the terms of a collective bargaining agreement or otherwise provided in writing. "At will" employment means that either party may terminate employment at any time for any lawful reason, or for no reason at all, with or without notice. The procedures referenced in this manual, including procedures relating to transfer and internal applicants, shall apply to members of collective bargaining units, unless otherwise stated. In the event of a conflict between such procedures and the provisions of a collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail.

The Treasury reserves the right to change this policy with or without notice.

RECRUITMENT

The Human Resources Department will be responsible for recruitment efforts in order to identify applicants. Human Resources will identify methods and resources available to fulfill recruitment efforts subject to budget availability.

If there is a vacancy that a department head seeks to fill, the department head should make the need known to Human Resources. The department head should then complete and sign a Position Requisition Form and forward it to Human Resources for further review and approval.

Human Resources may post and communicate the vacancy through internal and external postings, outreach efforts, recruitment fairs, or by soliciting resumes from interested individuals. External postings will remain open for at least fourteen (14) calendar days. Internal postings will be open for at least seven (7) calendar days.

Internal applicants may request consideration or be identified for the vacancy. Additional information for internal candidates is provided below. External candidates may submit resumes and cover letters to HR@tre.state.ma.us and identify the position(s) for which they are applying in order to receive consideration.

Employees who receive job inquiries from applicants must direct them to submit their resumes and cover letters to HR@tre.state.ma.us or forward the inquiry to a Human Resources team member.

EXTERNAL APPLICANTS

Interested applicants must submit resumes to Human Resources at HR@tre.state.ma.us for consideration. Applicants will receive an auto-response email confirming receipt of their resume and explaining the selection process.

Human Resources will review resumes for minimum qualifications and submit qualified applicant resumes to hiring managers for review. Hiring managers must then select applicants for interviews and

communicate this to Human Resources. Only Human Resources will contact applicants directly for interviews. In some instances, applicants may meet with multiple departments.

Applicants selected for the interview process must complete an employment application, EEO Voluntary Self-ID form, and Disclosure of Names of Family Members Who Are State Employees Form. Human Resources will also communicate if the position requires additional filings required by the State Ethics Commission. After interviews are completed, hiring managers will choose the final candidate(s). The choice of a final candidate is subject to the approval of Human Resources and Chief of Staff.

INTERNAL CANDIDATES

This process is to identify career advancement opportunities for qualified internal candidates within the Treasury and its departments. Employees interested in any Treasury position should submit their resumes and cover letters to HR@tre.state.ma.us and identify the position for which they are applying.

INTERNAL APPLICATION

Interested applicants must submit resumes and cover letters to HR@tre.state.ma.us for consideration. Human Resources will review resumes for minimum qualifications and submit qualified applicant resumes to hiring managers for review. Hiring managers must then select applicants for interviews and communicate this to Human Resources. Internal candidates not selected for interviews are encouraged to meet with Human Resources to discuss why they were not selected for the position.

Internal candidates are encouraged, but not required, to notify their current supervisor when submitting resumes for open positions at the Treasury. A hiring manager may consider an employee's past work performance and seek a reference from the employee's current supervisor or department head. In the event that a hiring manager seeks to speak with the employee's current supervisor, the employee must then notify his/her current supervisor.

An internal candidate must notify the current supervisor when he/she becomes the top applicant for an opening. If the hiring manager has not yet sought a reference from the employee's current supervisor or department head, he/she must do so at this time. The top internal candidate will receive the tentative offer from Human Resources. Internal candidates who are interviewed but do not receive an offer will be notified by Human Resources by phone or in person after the position is filled.

In all instances, the candidate, internal or external, who best meets the qualifications for the job will be selected. The offer of employment is contingent upon the completion of a satisfactory criminal record inquiry. Upon acceptance of an offer, Human Resources will provide at least seventy-two (72) hours written notice before conducting a new CORI screening for any individual who has been employed for less than one (1) year. An internal candidate, who has been in employment with the Treasury for more than one (1) year, must complete a new Criminal Offender Record Information (CORI) authorization form. Where applicable, Human Resources may request a history of the internal candidate's driving records.

Employees who have current disciplinary action on file may not be considered for transfers or career advancement opportunities until there is evidence of satisfactory performance. An exception may be made where Human Resources, the Department Head and Chief of Staff agree that the transfer of the employee will benefit the employee and the organization.

TRANSFERS

On occasion, a department head and Human Resources may choose not to post a position.

1. Where a qualified employee in a like position is identified. (A like position is one in which the essential job functions, title, and pay are similar.)
2. Where an employee's position is being eliminated due to a department re-organization and:
 - a. There is a vacant position;
 - b. The employee has experience or education directly related to the need of the receiving department;
 - c. Both the sending and receiving department head agree to the transfer; and
 - d. Human Resources and the Chief of Staff approve the transfer.

Department heads should notify Human Resources to discuss the terms of the transfer and to complete the Employee Change Form.

REFERENCES AND RECOMMENDATIONS

Final candidates must provide at least three references. A reference check must be completed and documented prior to an offer of employment. References are to be requested and received by Human Resources.

If and when an employee of the Treasury receives a recommendation for an applicant, the employee shall:

1. Inform the applicant and the person providing the recommendation that recommendations must be in writing and addressed to Human Resources:

Office of the State Treasurer and Receiver General
Human Resources Department
One Ashburton Place
12th Floor
Boston MA 02108

2. Advise the applicant and the person writing the recommendation that it will become a matter of public record; and,
3. Advise the applicant and the person writing the recommendation that all recommendations will be withheld from interviewers until candidates reach the final stage of consideration.

OFFER AND ONBOARDING

A final candidate will receive a tentative offer of employment from Human Resources. At no time should any employee or a Human Resources member communicate a promise or guarantee of employment.

CORI

Upon acceptance of an offer, the candidate must complete a Criminal Offender Record Information (CORI) authorization form. The offer of employment is contingent upon the completion of a satisfactory criminal record inquiry. Where applicable, Human Resources may request a history of the applicant's driving records.

Any Treasury employee who assumes another position as outlined above and has been employed must undergo another criminal background check. If the individual has been employed by Treasury for one (1) year or less, Human Resources will give the employee 72 hours written

notice before conducting a new CORI check. If the individual has been employed by Treasury for more than one (1) year, the employee must complete a new CORI authorization form.

ELIGIBILITY TO WORK IN THE UNITED STATES

After an applicant receives a job offer, he/she must also complete an Employment Eligibility Verification I-9 form and submit proper identification(s) in compliance with the Immigration Reform and Control Act to determine whether the applicant is legally authorized to work in the United States.

ORIENTATION

Once an offer is accepted and CORI results are satisfactory, Human Resources will contact the new employee to confirm a start date. The new employee will receive a new employee packet on the first day of employment. New employees must attend an Employee Orientation. Orientations will be conducted quarterly or as needed. After a review of Treasury policies, new employees shall sign a form acknowledging that pertinent policies have been reviewed.

FAMILY MEMBERS

In accordance with M.G.L. c. 268A, § 6B, when completing an application for employment, candidates shall disclose in writing any spouse, parent, child or sibling or the spouse of the candidate's parent, child or sibling who is also an employee of the Commonwealth of Massachusetts. Documentation shall be kept in a separate file in Human Resources and in the employee's personnel file, but this disclosure shall be considered a public record for purposes of the Public Records Law, M.G.L. c. 66 and M.G.L. c. 4, § 7.

CURRENT EMPLOYEES

The Treasury will not consider family members of current employees for employment. Family members shall include an employee's spouse, brother, sister, children, stepchildren, parents, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt or uncle, first cousins, or a member of the employee's household.

EXISTING FAMILY RELATIONSHIPS

Where family members are already employed at the Treasury, Human Resources and the Department Head will take all reasonable measures to alleviate any conflict of interest, including the transfer of current related employees to other suitable departments.

When employees marry or become members of the same household and a conflict of interest arises, the Treasury may transfer an employee to another suitable department. When a transfer is not possible, there should be no direct or indirect supervisory or subordinate relationship among family members.

Treasury employees cannot knowingly participate in, and must otherwise recuse themselves from, any hiring process involving his or her spouse and their parents, children, brothers and sisters, such as reviewing resumes, participating in interviews, or selecting finalists or a successful candidate, unless an exemption is obtained under the Conflict of Interest Law, M.G.L. c. 268A, Section 6. The employee must also recuse himself or herself from any actions involving other competing applicants for the position.

FORMER EMPLOYEES

Unless an employee was terminated for violation of policy, state or federal law, a former employee who had resigned from his/her employment may seek re-employment with the Treasury.

PERSONAL ACQUAINTANCES

Treasury employees must file a disclosure in accordance with M.G.L. c. 268A, Section 23(b)(3) prior to participating in a hiring process in which the job applicant is a personal friend, a relative who is not an immediate family member, a business associate, or someone with whom the employee has a comparable private relationship. In addition, the Treasury employee must be able to act fairly and objectively in performing his or her public duties in the hiring process.

EXCEPTION TO HIRING POLICY

Upon request and demonstration of an urgent need, Human Resources may bypass some or all of the foregoing Hiring Policy. This exception must be agreed upon by Human Resources, Chief of Staff, First Deputy Treasurer and General Counsel, or a combination thereof. Immediate consideration for an exception will be made in order to make an appointment, pursuant to M.G.L. Chapter 10 Section 5, to hire management, or to fill an urgent vacancy.

No employee may bypass the provisions regarding CORI and other background checks, recommendations, family relationship, and legal authorization to work in the United States. These provisions and any other requirements mandated by law shall be adhered to at all times.