

TOWN OF CRYSTAL BAY, MINNESOTA

RESOLUTION NO. 1.2026.01

TOWN OF CRYSTAL BAY HIRING POLICY RESOLUTION

A RESOLUTION ESTABLISHING A FORMAL HIRING POLICY FOR THE TOWN OF CRYSTAL BAY, MINNESOTA, TO ENSURE FAIRNESS, TRANSPARENCY, AND CONSISTENCY IN THE RECRUITMENT AND SELECTION OF TOWN EMPLOYEES.

WHEREAS, the Town Board of the Town of Crystal Bay, Minnesota, recognizes that the quality and integrity of Town services depend upon the dedication and competence of its employees; and

WHEREAS, the Board finds it in the public interest to adopt a policy establishing clear and consistent procedures for hiring Town employees; and

WHEREAS, the Town of Crystal Bay is committed to providing equal employment opportunity and to conducting all recruitment and personnel actions without discrimination;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF CRYSTAL BAY, MINNESOTA, AS FOLLOWS:

1. Purpose

The purpose of this policy is to establish fair, transparent, and consistent hiring practices for all positions within the Town of Crystal Bay. This ensures equal employment opportunity, compliance with applicable laws, and the selection of the most qualified candidates to serve the community.

2. Scope

This policy applies to all full-time, part-time, seasonal, and temporary positions within the Town of Crystal Bay, including contracted and grant-funded roles.

3. Equal Employment Opportunity

The Town of Crystal Bay is an Equal Opportunity Employer. No applicant or employee shall be discriminated against because of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, marital status, or any other status protected by law.

4. Job Posting and Recruitment

- All job openings will be posted publicly for a minimum of **ten (10) business days** unless otherwise approved by the Town Board.
- Positions will be advertised in the Northshore Journal and at both posting places for the Town.
- Internal candidates are encouraged to apply and will be given equal consideration.

5. Application Process

- All applicants must submit a completed employment application See Appendix A and any required supplemental materials (e.g., resume, cover letter, certifications).
- Applications received after the posted deadline may not be considered.
- The Clerk's office shall acknowledge receipt of all applications.

6. Screening and Interviews

- Preliminary screening will be conducted by the Town Board.
- Qualified applicants will be referred to a Hiring Committee for interviews.
- Interviews may include skills tests, background checks, or other evaluation methods as appropriate.
- Notes and evaluation forms must be maintained for each candidate interviewed.

7. Selection and Approval

- Final hiring recommendations shall be made by the Hiring Committee to the Town Board.
- Employment offers may be contingent upon successful completion of a background check and reference checks.
- Offers will be made in writing and must include position title, pay rate, start date, and conditions of employment.

8. New Hire Orientation

All new employees are required to attend an orientation meeting that covers:

- Town policies and procedures
- Payroll and benefits information

9. Probationary Period

All new full-time employees will serve a **six-month probationary period**, during which performance will be monitored. Successful completion of this period is required for continued employment.

All part time employees will serve a **3-month probationary period**, during which performance will be monitored. Successful completion of this period is required if you would like to re-apply seasonally.

10. Confidentiality and Records

Personnel files and applicant information are confidential and will be managed in compliance with applicable state and federal laws.

11. Policy Review

This policy shall be reviewed and updated annually by the Town Board.

11. Effective Date

This policy shall take effect immediately upon adoption by the Town Board and shall remain in force until amended or rescinded.

Adopted this 17th day of March, 2026 by the Town Board of the Town of Crystal Bay, Minnesota.

By Order of the Town Board:

Print Paul B Hartshorn

Sign 

Chairperson

Town of Crystal Bay, Minnesota

Attested to by:


Stacy Breden, Town Clerk

Town of Crystal Bay, Minnesota

ORIGINAL

Appendix A = Town of Crystal Bay – Employment Application

Position Applied For: _____

Date: _____

Personal Information

- **Full Name:** _____
- **Address:** _____
- **City/State/Zip:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Are you a U.S. citizen or legally authorized to work in the U.S.?** Yes No
- **Have you ever been employed by the Town of Crystal Bay before?** Yes No
If yes, when and in what capacity? _____

Employment Desired

- **Type:** Full Time Part Time Seasonal
- **Available Start Date:** _____
- **Desired Salary/Hourly Rate:** _____

Education

School	Name & Location	Years Attended	Degree/Diploma	Major/Field
High School				
College				
Other				

Employment History

List your last three employers (most recent first):

1. **Employer:** _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

2. **Employer:** _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

3. **Employer:** _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

References

Please list three professional references (not relatives):

Name	Relationship	Phone	Email
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Certification and Signature

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or termination if employed.

Print: _____

Signature: _____

Date: _____