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CITY CLERK'S OFFICE
METHUEN, MA

2018 SEP 10 PM 1:27

TO-18-17
(Reg of Cler
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Ordinance # 928

AN ORDINANCE AMENDING CHAPTER 6, SECTION 6-23 TO THE METHUEN
MUNICIPAL CODE – POSTING REQUIREMENTS

WHEREAS: The City Council of the City of Methuen hereby amends the Methuen Municipal Code by renaming Chapter 6, Section 6-23, **Posting Requirements** to **Posting and Advertising** as previously adopted December 7, 1998, effective January 6, 1999 by Ordinance #663.

WHEREAS: The City Council of the City of Methuen further amends the Methuen Municipal Code by renaming Chapter 6, Section 6-23, **Posting and Advertising Requirements** to **Personnel Posting and Advertising Requirements** to accurately define and classify Section 6-23 as it relates to City personnel.

WHEREAS: In Chapter 6, Section 6-23, The City Council of the City of Methuen amends in Paragraph 2:

In all instances of openings for paid municipal positions, there shall be posted an opening notice for such position fourteen (14) business days (industry standard) prior to the closing of such announcement. Such posting shall be placed upon a bulletin board for such in the Quinn and Searles Buildings, posted prominently on the home page under the main heading Employment Opportunities of the City of Methuen website, and on the City's Public, Education and Government Access Television Channel(s) on the same day. Such posting shall be time stamped as to the day it is posted and initialed by the person actually posting it and it shall further be time stamped when it is taken down. Such posting shall be maintained as a permanent record in the City Clerk's Office. All applications received for such position shall be time stamped for the purposes of determining whether or not the application was timely submitted.

WHEREAS: In Chapter 6, Section 6-23, The City Council of the City of Methuen further affirms in Paragraph 4:

A copy of the job posting shall be furnished to the City Council at the time of said posting.

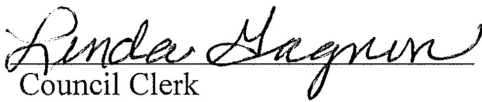
WHEREAS: In Chapter 6, Section 6-23, newly inserted Paragraph 5:

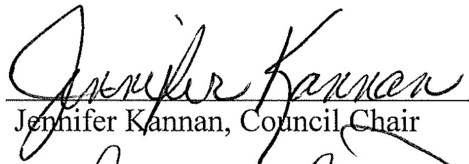
In all instances of openings for Department Head positions, there shall be an additional job posting of an opening notice in an effort to recruit and attract candidates from a greater geographical region which would benefit the City by enlarging the pool of candidates and thus hiring the most qualified applicant. The opening notice shall be advertised in the Mass Municipal Association (MMA) classified ads via the MMA monthly newsletter and MMA website.

NOW THEREFORE, BE IT ORDAINED: By the City Council of the City of Methuen that Chapter 6, Section 6-23 of the Methuen Municipal Code is hereby amended to accurately reflect the Section heading Personnel Posting and Advertising Requirements, affirm the requirement that the City Council of Methuen is notified of job postings, expand posting requirements to 14 business days, prominently list Employment Opportunities on the City's website and Government Access channel; and additionally advertise City Department Head vacant positions with the Massachusetts Municipal Association newsletter and website.

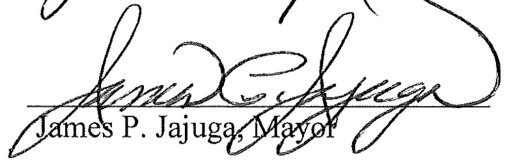
First Read: July 10, 2018
Adopted: August 6, 2018
Effective: September 5, 2018

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen City Council by a unanimous vote on August 6, 2018.


Council Clerk


Jennifer Kannan, Council Chair

Approved under MHRC Sec. 3-6
Date: 8/28/18

Approved: 
James P. Jajuga, Mayor

10-48-77
(Reg of Ctr. Zeno
and Ctr. Giorgio)



Searles Building
41 Pleasant Street Methuen, Massachusetts 01844

ORDINANCE # 663

An Ordinance Amending Chapter 6, Section 6-24 of the Methuen Municipal Code - Posting Requirements

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DEC 93 10:45

BE IT ORDAINED by the Town Council of the Town of Methuen that the Methuen Municipal Code, as most recently amended; is hereby further amended, in Chapter 6, Section 6-24 thereof, Posting Requirements, as follows:

Section 1. By re-naming Section 6-24 as "Posting and Advertising Requirements".

Section 2. Said ordinance is further amended by adding therein the following paragraph at the end thereof:

"In addition to the posting requirements, and, in the instance where an appointment is sought to be made to a Middle Management or above non-Civil Service position, then, in that instance, an advertisement shall be made in a newspaper of general circulation in the Methuen area, as well as a newspaper of general circulation in the Greater Boston area. The advertisement for such position shall be so established that the closing date for the newspaper advertisement shall be the same as established for the posting notice. A copy of the job posting shall be furnished to the Town Council at the time of said posting".

First Read: November 16, 1998
Adopted: December 7, 1998
Effective: January 6, 1999

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen Town Council by a unanimous vote on December 7, 1998.

Sinda Hagan
Council Clerk

John A. DiZoglio
Council Chairman

Approved under MHRC Sec. 3-6

Date: _____ Approved: _____

Dennis A. DiZoglio, Mayor

NOTE: Since ten days has passed without a Mayoral veto, the above ordinance is effective on January 6, 1999.

The Town of Methuen is an Equal Opportunity/Affirmative Action Employer in its Programs and Activities

(Ord. #106, Eff. Jan. 20th, 1982, as amended by Ord. #177, Eff. Feb. 20th, 1985)

Section 6-22B. Career Incentive - Fire Chief.

(a) Notwithstanding the provisions of Section 22 of this Chapter, the Fire Chief shall receive an annual longevity benefit based upon the following formula: The annual longevity benefit will be equal to 2/10ths of 1% of the Chief's base pay, multiplied by the number of years of service.

(b) Years of service under this section shall be based upon the Chief's anniversary date of employment as a full-time employee and shall include, for purposes of this section, full-time continuous service as a working reserve. The longevity amount specified in paragraph (a) above shall be paid as a lump sum in the payroll week following the anniversary date of employment.

(c) The lump sum payment for longevity shall be treated as base pay for retirement purposes, but shall not be treated as part of base pay for any other purpose.

(Ord. #192, Eff. June 19, 1985)

Section 6-22C. Cleaning Allowance Police Chief and Fire Chief.

The Police Chief and Fire Chief shall receive a cash cleaning allowance in the amount of \$250.00. Such sum shall be payable in June of each year.

(Ord. #266, Eff. Sept. 3, 1987.)

Section 6-22D. Clothing Allowance for Conservation Inspector

The Conservation Inspector shall receive a cash clothing allowance in the amount of Two Hundred Dollars (\$200.00), the same to be payable in June of each year.

(Ord. #365, Eff. Feb. 1, 1990)

Section 6-24. Posting Requirements

No appointment to a paid municipal position shall be submitted to the Town Council by the Mayor excepting and unless a posting has been met as required herein.

In all instances of openings for paid municipal positions, there shall be posted an opening notice for such position five business days prior to the closing of such announcement. Such posting shall be placed upon a bulletin

board for such in the Quinn and Searles Buildings on the same day. Such posting shall be time stamped as to the day it is posted and initialed by the person actually posting it and it shall further be time stamped when it is taken down. Such posting shall be maintained as a permanent record in the Town Clerk's Office. All applications received for such position shall be time stamped for the purposes of determining whether or not the application was timely submitted.

The above described posting shall contain, at a minimum, the following: A listing of the job, together with a brief description of title; qualifications; the then current salary range; the department in which the position is located; the closing date of the application period; and information on how to obtain and apply for the position, together with where such application shall be filed.

(Ord. #529, Eff. February 16th, 1995)

Section 6-24. Effect of Partial Invalidity

The invalidity of any section of this ordinance shall not invalidate any other section or provision hereof.

70-01-9
(Reg of Elec Contn)



Searles Building
41 Pleasant Street Methuen, Massachusetts 01844

ORDER # 720

AN ORDINANCE AMENDING CHAPTER 6, SECTION 6-23 OF THE METHUEN MUNICIPAL CODE – eliminating the requirement for Boston regional newspaper advertising for employment

Be it ordained by the City Council of the City of Methuen, that in an effort to promote local employment opportunities for the citizens of Methuen, that section 6-23 of the Methuen Municipal Code is amended by striking in the fourth paragraph thereof, first sentence, the following words:

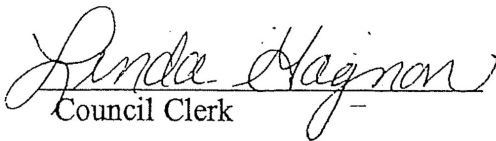
“as well as a newspaper of general circulation in the Greater Boston area.”


Said sentence as remaining after the amendment shall then read:

“In addition to the posting requirements and in the instance where an appointment is sought to be made to a middle management or above non-civil service position, then and in that instance, an advertisement should be made in a newspaper of general circulation in the Methuen area.”

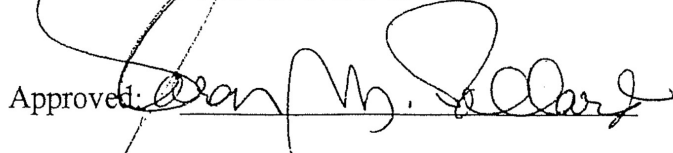
First Read: May 7, 2001
Adopted: May 21, 2001
Effective: June 20, 2001

I do hereby certify that at a meeting of which a quorum was present, the foregoing resolution was adopted by the Methuen City Council by a unanimous vote on May 21, 2001.


Council Clerk


Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved: 
Sharon M. Pollard
Mayor

4 MAY 01 9:01