



HIRING, COMPENSATION, PROMOTION AND DISMISSAL PROCEDURES

BOARD OF DIRECTORS POLICY AND PROCEDURE No. BOD 012

1. HIRING PROCEDURE

- A. The creation of all positions and the duties and compensation therefore are subject to the prior approval of the Board of Directors (“Directors”) of the Connecticut Resources Recovery Authority (the “Authority”).
- B. When a vacancy exists in an Authority position and the President of the Authority (the “President”) determines that such position should be filled, he shall proceed to fill the position in accordance with this Authority procedure and the Authority’s Affirmative Action Plan. The President shall obtain the approval of the Directors, by a majority vote, prior to filling the following positions: Chief Financial Officer, Director of Legal Services, Director of Operations, Director of Environmental Affairs and Development, and Director of Communications/Government Affairs.
- C. The President shall obtain the approval of the Directors prior to a filling high level management position.
- D. The description and salary range of each position which has been approved for filling will be posted at each location owned or leased by the Authority at which Authority employees regularly work. Each position shall be advertised in daily newspapers, on the Internet, and in other publications and at locations deemed appropriate by the President or the Human Resources Manager (“HR Manager”).
- E. Each respondent shall submit a resume and cover letter for employment which will be part of the personnel file for the applicant who is hired.
- F. All applications received by the date posted in the advertisement shall be reviewed by the HR Manager. Applications received after that date may, at the discretion of the HR Manager, also be considered.

- G. The appropriate hiring manager and the HR Manager shall decide which candidate to hire, with the prior approval of the President and, with respect to high level management candidates, with the prior approval of the Directors.
- H. The President or the HR Manager shall report to the Organizational Synergy & Human Resources Committee regarding any decision to fill an existing vacancy and ultimate candidate selection.
- I. Resumes from interested applicants shall be kept on file for a minimum of two years from the date of application.

2. PROCEDURES FOR COMPENSATION, PROMOTION AND DISMISSAL

The Authority's procedures for employee compensation, promotion and dismissal are set forth in the Authority's Employee Handbook (updated April 01, 2004) which procedures are fully incorporated herein by reference.

3. MISCELLANEOUS

Any deviation from the above procedures must be approved by a majority of the voting members of the Directors present at a scheduled meeting.

REFERENCES

Bylaws: Article VI
Statutes: CGS 1-121, 22a-265(15) and 22a-268a

ORIGINAL

Approved By: Board of Directors
Effective Date: November 20, 1990

REVISION 1

Prepared By: Christopher Hyfield, Human Resources Manager
Approved By: Board of Directors
Effective Date: March 24, 2005

REVISION 2

Prepared By: Christopher Hyfield, Human Resources Manager
Approved By: Minor Technical Revision; Board approval not required
Effective Date: September 22, 2005