

TOWN OF SCHROON

SEASONAL EMPLOYMENT ADVERTISEMENT POLICY

Adopted by the Town Board of the Town of Schroon on 8-28-2025

PURPOSE

In addition to the Town of Schroon common practice of advertising for open positions, the Town of Schroon has adopted this policy to establish criteria for seasonal employment advertisement. It is not the intent of this policy to restrict or limit the Town of Schroon from advertising for specific job titles as needed.

SCOPE

This advertisement policy is the standard that applies to seasonal part-time and seasonal full-time Town employees.

POLICY

1. One advertisement shall be posted in the official newspaper at the beginning of the Spring season to announce the Town of Schroon shall be accepting applications for the current year's seasonal part time and seasonal full timevacancies.
2. Advertisements will be maintained regularly from Spring to Fall on the following media outlets:
 - A. Town of Schroon Website
 - B. Town of Schroon Facebook page
 - C. Town Clerk Bulletin Board
3. Applications will be continually accepted for the advertised seasonal positions from Spring to Fall.
 - A. Applications will be held for no longer than 6 months
4. Applicants shall be contacted in chronological order according to the position applied.
 - A. Returning employees shall take priority and are exempt from chronological order.
5. Applicants that decline offered positions or postings shall be removed from the list.

AMENDMENTS

This policy may be amended from time to time by Town board resolution