City Personnel Policy

HIRING

POLICY: 202

Council approval: ~~03/29/2010~~ # Pages: 3

POLICY:

It is the policy of the City that the hiring of employees is to be done in accordance with applicable law and in a manner that should provide the employee with a clear understanding of the conditions of employment, the wages and benefits offered, and the employee's duties and responsibilities.

APPLICABILITY:

All employees.

PROCEDURE:

1. **Employment Offer.** Before any oral or written employment offer is presented to any applicant for regular full-time or regular part-time employment, the Department Head shall obtain the pre-approval of the Director of Human Resources using the Request to Offer Employment form. ~~designated form (see Appendix "A", F202-1, "Request to Offer Employment")~~. The Human Resources Department will advise the Department Head whether or not to proceed with the offer of employment and whether or not any of the proposed employment conditions should be modified.

   After receipt of the approval of the Human Resources Department, the Recruiter will guide the Supervisor through ~~Department Head may proceed with~~ the employment offer. Any verbal offer should immediately be followed with a written reiteration of the offer to the applicant with a copy to the Human Resources Department. It is extremely important that any conditional offers specify clearly the conditions that must be met before the employment offer becomes valid.

2. **Conditional Offer Medical Examination.** A successful applicant for employment may be required, as a condition of employment, to pass a medical examination to establish their fitness to perform the job for which they have applied; and, their fitness to do so without endangering the health and safety of themselves or others. If the City determines that an exam is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined. Conditional offer medical exams will be treated as confidential and kept in separate medical files.

3. **Public Safety Training and Equipment Expenses.** Because of the extraordinary expense incurred by the City to train and equip Police and Fire personnel, all newly hired sworn personnel from these departments must sign a reimbursement agreement as a condition of hire. Said agreement will stipulate that the employee will reimburse the City for training costs, as well as the cost of specialized personal equipment, should the employee voluntarily leave the City before completing five years' employment ~~(see Appendix "A" – F202-2, "Agreement for Reimbursement of Training Expenses and Cost of Specialized Personal Equipment")~~. A list of said equipment as well as all training costs will be maintained by the respective department. Repayment will be in accordance with the following schedule:

Within one year from date of hire	100%
Greater than one but less than two years from date of hire	80%
Greater than two but less than three years from date of hire	60%
Greater than three but less than four years from date of hire	40%
Greater than four but less than five years from date of hire	20%
After five years	0%

4. **Conditional Offer Background Investigations/Reference Checks.** The City may investigate the background of candidates for employment including candidates for initial hire, rehire, internal transfers, and promotion. The type of information sought in a background investigation should be job related and consistent with business necessity. All employment offers are contingent upon the City performing all necessary background and reference checks.

   A. The City may hire a third party to conduct a background check or obtain reports from outside agencies. ~~The cost of hiring a third party to assist in the background investigation process will be paid by the hiring department.~~

   B. Background investigations will only be conducted with ~~written~~ consent of the applicant.

   C. Information obtained in the background check is confidential information and must be maintained in records as such.

   D. An applicant who refuses to authorize the required background and/or reference check will be considered to have withdrawn his or her application from consideration.

   E. An applicant who provides false, incomplete, or misleading information on a background questionnaire, application, resume or in an interview will be immediately eliminated from further consideration for employment. If discovery is made after the applicant is hired, disciplinary action up to and including termination will be taken.

   F. Before making a negative employment decision based on an applicant's criminal conviction record the City will consider the length of time since a conviction, the nature of the crime; the relationship between the job to be performed and the crime committed; the number of convictions, rehabilitation efforts; and subsequent employment history.

G. Background and reference checks may include but are not limited to the following:
   1) Verification of Employment Eligibility;
   2) Past and current employment and education;
   3) References from past employers;
   4) Criminal Records;
   5) Driving Record;
   6) Background Investigations;
   7) Credit History;
   8) Record request from past Employer's of Prospective candidates for positions requiring Commercial Driver's Licenses;
   9) Polygraph exams to the extent allowed by law;
   10) Personal History Questionnaires.

5. **Rates of Pay.** (See also Pay Administration)

Original Appointment. Persons receiving original appointments to regular full-time or regular part-time positions shall be paid at the minimum rate (first step) of the pay grade assigned to the class of work unless the Mayor, at the recommendation of the Department Head, shall determine that a rate above the minimum is necessary in order to hire the most qualified candidate.

Re-employment. At the discretion of the Mayor, persons re-employed within one year of termination may be paid at any step within the range of the pay grade not to exceed the step attained at the time of separation.

~~6.~~ **Hiring Procedure.** No employee shall be hired or allowed to begin work without prior approval of the Mayor or designee. This approval shall be obtained by the Department Head by submitting the ~~Personnel Action~~Request to Offer Form ~~(see Appendix "A" – F202-3)~~ to the Human Resources Department. ~~a minimum of four (4) working days before the employee's proposed start date. It is the Department Head's responsibility to ensure that the Personnel Action Form is approved before the employee begins work.~~

6.

Regular full-time employees will complete the required forms during the New Employee Orientation. ~~, scheduled by the Department Head with the Human Resources Department. The Department Head must also arrange for part-time and temporary employees to complete required forms prior to beginning work.~~

~~All employees hired by the City must produce proper identification as required by federal and state law. An employee who is unable to provide the required identification forms within 72 hours of the employment date shall be suspended from work until acceptable identification can be provided. During the first week of employment of a regular full-time or regular part-time employee, the Department Head shall be responsible for providing the new employee with an orientation to the department and duties using a form provided by the Human Resources Department (see Appendix "A", F202-4, "Supervisor's Orientation Checklist"). Following the department orientation, a copy of the completed form, signed by the new employee and the supervisor, shall be submitted to the Human Resources Department to be included in the employee's personnel file.~~

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