

Selection

POLICY STATEMENT

The City strives to ensure all individuals equal opportunity and consideration for employment, and to place the most qualified individual in a vacant position.

Selection decisions are based on the job-related qualifications of applicants, with full consideration of the re-employment rights and preferences of employees returning from layoff, disability or family leave status.

Guidelines

1. *Screening
Applications*

Applications for **regular positions** are submitted to the Human Resources Department.

Human Resources and the hiring department review the job-related information supplied on the application form and any requested supplemental material to select applicants for further consideration.

Applications for **temporary and on call** positions are submitted to the hiring department for review and consideration.

2. *Disability
Accommodation*

Human Resources works with qualified job applicants and department directors to determine any appropriate reasonable accommodations to enable the individual to complete the application process and to perform the essential functions of their job.

3. *Interviews and Tests*

Interviews and tests used in the employment process are intended to produce objective, job-related information about the applicant's ability to successfully perform the essential functions of the position.

4. *Selection Decisions*

The primary responsibility for making the final candidate selection resides with the department hiring the candidate. All selection methods and criteria must be job-related.

The following may be taken into consideration in the candidate assessment process:

- Application forms;
- Formal and informal interviews;
- Physical, educational/training, and work-experience requirements approved by the Human Resources Department;
- Skills, abilities, and previous job evaluations;
- Performance tests for specific classifications;
- Job-related reference checks.

The Human Resources Department assists in assessing candidate skills and offers recommendations as needed.

5. *Employment of Relatives*

Applicants are not considered for jobs if their employment would result in a situation in which they would be in a supervisor-subordinate relationship with a relative.

If two employees become family members, the Human Resources Director's prior approval is required for continuing or modifying the work arrangement if:

- There is a supervisory relationship;
- The family member has the same immediate supervisor;
- There is a close working relationship with a family member.

Relatives of an employee include parents, children,

6. *References*

spouses, domestic partners, brothers or sisters, in-laws and step-relatives.

The hiring manager is responsible for completing reference checks from previous employers.

Reference checks should be made part of the candidate's evaluation process and used as a factor in the hiring decision, provided that the information is job-related.

The Human Resources Department coordinates and assists with reference checking as needed. Additional background checks may be required in some job classifications.

7. *Offers of Employment*

Prior to making a job offer, the hiring manager must consult with Human Resources to determine the appropriate starting pay and any related issues. The hiring manager should contact the selected candidate and notify the Human Resources Department if the offer is accepted.

The Human Resources Department should draft the offer letter for the hiring manager, confirming the job offer and information regarding pertinent City procedures such as completion of employment eligibility forms, or examinations.

No manager or director may make an offer contrary to the City policies related to employment, compensation or benefits, nor imply nor state that a contract has been created between the City and the future employee.

City Manager must approve offers of employment contracts.

8. *Pre-Placement Drug Test*

Finalists for regular city employment will be required to pass a post-offer/pre-placement drug test. Any applicant who refuses to submit to or fails to appear for a scheduled drug test, or whose test results are positive, will not be eligible for employment with the

	<p>City for a period of 12 months.</p> <p>The HR Department coordinates the drug screening process; refers candidates to the drug testing facility; receives the drug testing results; and notifies the hiring department and the candidate of the test results.</p> <p>Tests are conducted at the City's expense at a designated testing site.</p>
<p>9. <i>Medical, Psychological and Physical Capacities Evaluations</i></p>	<p>Medical, psychological, and physical capacities examinations required of job applicants for certain positions are made 'post offer' and are required of all similarly situated applicants or employees. The offer of employment is contingent upon satisfactory completion of required exam(s).</p> <p>Examinations are based upon bona fide job-related requirements and conducted at the City's expense by a health professional or company of the City's choice.</p> <p>Information on the employee's medical condition or history is kept separate from other employee records and maintained confidentially by the Human Resources Office. Access to this information is limited to those who have a legitimate need to know.</p>
<p>10. <i>US Immigration Law</i></p>	<p>In compliance with the Immigration Reform and Control Act of 1986, the City requires that each new person hired in any employment category completes an I-9 (Employment Eligibility Verification) form attesting that he or she is either a U.S. citizen, permanent resident, or foreign national who has permission to work in the U.S.</p> <p>The new employee must produce specific documents that verify identity and authorization/permission to work.</p> <p>The City is required to examine the documents presented for authenticity and complete the employer's section of the I-9 form within three working days of the hire date or three days from the</p>

	<p>time employment commences.</p> <p>For regular positions, the verification process and filing of I-9 forms takes place at the Human Resources Department.</p> <p>For temporary and on call positions, the verification process will take place at the hiring department, with I-9 documents forwarded to the Human Resources Department.</p>
<p>11. <i>Prior Service Credit</i></p>	<p>A department director may waive all or part of the probationary period if the newly appointed employee served as a temporary, on-call, part time or seasonal employee in the same position. The director must initiate the waiver at the time of appointment.</p>
<p>12. <i>Policy and Benefits Orientation</i></p>	<p>Shortly after beginning work, all new regular full time, part-time and seasonal employees should be provided orientations on citywide benefits and policies.</p> <p>During these meetings, eligible employees may sign up for City benefits and learn about personnel policies, wage and salary review procedures, and general information about City activities and facilities.</p> <p>The Human Resources Department normally schedules and conducts these meetings.</p>
<p>13. <i>Probationary Period</i></p>	<p>The probationary period of new employees or employees in new positions is the first six months in the new position or as specified in the respective collective bargaining agreement.</p> <p>During the probationary period, the supervisor and employee should meet with the supervisor regularly to discuss the job responsibilities, standards, and performance requirements of the new position, including attendance, punctuality, and behavior toward co-workers and the public.</p> <p>If the supervisor determines that the employee is not meeting expectations during this period, the</p>

supervisor should advise the employee in writing of performance deficiencies and required corrective actions.

If the employee does not show improvement, the employee may be removed from that position or terminated.

In cases of promotion or transfer, an employee who does not successfully complete the probationary period may be returned to their former position as specified in the respective collective bargaining agreement, if it is a represented position. If former position is not a represented position, employee may be returned to their former position if position is available and it would meet the City's needs. However, there is no guarantee of continued employment and the employee may be terminated.

14. Related Information

- > Personnel Policy No. 1-2: Equal Employment Opportunity
- > Personnel Policy No. 1-4: Ethics
- > Personnel Policy No. 2-1: Employee Status

Approved by: _____
City Manager HR Director

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