

# PERSONNEL PROCEDURES POLICY

## INTRODUCTION

The purpose of these Personnel Procedures is to establish a uniform system for the recruitment, selection and appointment of municipal employees and to employ the most qualified candidates giving due consideration to the City's Affirmative Action Plan, various labor agreements and other hiring policies outlined in the Code of Ordinances, Chapter 2, Article IV, Division 1. The following procedures shall be utilized by all City Departments in filling all vacancies:

## HIRING PROCEDURE - New Hires, Promotions, Demotions or Transfers

1. Submit a Personnel Requisition form and current job description to Human Resources, providing there is a bona fide vacancy.
  - a. Human Resources shall post job openings for ten (10) working days, or as otherwise indicated by a labor agreement, and notify Job Services or the like, area social service agencies and, depending on the position, advertise in selected publications.
  - b. Applications received shall then be forwarded to the requesting department. (Uniformed Police and Firefighter vacancies shall be filled in accordance to these same procedures but not inconsistent with the Civil Service Commission Ordinance, Chapter 2, Article IV, Division 3).
2. Screening, selecting and appointing of prospective employees
  - a. Department Heads or designees shall screen and select candidates based upon objective criteria and in accordance to all applicable hiring policies (Affirmative Action Plan, applicable labor agreements and Code of Ordinances).

NOTE: The City Administrator and/or Human Resources Director shall be involved in interviewing for all Department Head positions and other key positions.

- b. All applications and the department's preference shall be submitted to the Human Resources Department on the City's Conditional Offer form for approval. (Civil Service positions shall also be submitted to the City Administrator.)
    - c. The selected candidate will complete the City's Background Check Consent Form. All employees will require a pre-employment background check and drug test. Public Safety and Public Works employees may require a pre-employment physical and other pre-employment testing.

NOTE: Employees may not be scheduled for work until all clearances have been received by Human Resources.

- d. Upon approval, Human Resources working with the respective department will establish a start date with the candidate, finalize all hiring conditions including salary, and schedule the new hire's employee orientation. All unsuccessful candidates who were interviewed shall be notified by the interviewing department of

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the City's decision.

- e. The hiring department shall submit a Change of Status form prior to the commencement of the next scheduled payroll.
  - f. On the first day of employment, all new employees shall meet with Human Resources for orientation and to complete the necessary payroll and personnel forms.
3. The hiring of temporary full-time or part-time positions shall be determined on a case-by-case basis but follow the steps outlined above.

## EMPLOYEE PERFORMANCE EVALUATIONS

Probationary goals and performance evaluations should be conducted in accordance to the Employee Performance Evaluation Policy adopted by the City Council.

## FRINGE BENEFITS

All inquiries concerning employee fringe benefits including insurance and retirement programs shall be referred to Human Resources.

## WORKERS' COMPENSATION

Whenever an injury occurs, employees are to notify their immediate supervisor as soon as possible. Should the employee need medical care, they are to be directed to the City's 10-day medical provider, namely; Work-Med or St. Mary's Hospital Emergency Room. Due to State and Federal regulations, work-related injury/illness reporting is extremely time sensitive and the City may be fined for reporting delays.

1. Employer's First Report of Occupational Injury or Illness
  - a. Except for City Hall employees, which are reported by Human Resources, department payroll clerks are to phone-in as soon as reasonably possible the Report of Injury to CCMSI (the City's Worker's Compensation third party administrator) as well as advise Human Resources.
2. Accident Investigation Reports
  - a. The supervisor should complete an accident report and notify the Safety Coordinator. The accident report should be returned to Human Resources.
  - b. The employee and/or witnesses of the accidents may also be requested to complete an accident report.
3. OSHA Form
  - a. Except for City Hall employees, which are reported by Human Resources,

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department payroll clerks are to complete the OSHA form and return it to Human Resources with a copy of the First Report of Injury.

4. Wage Statements and Schedule of Dependents Filing Forms
  - a. If the employee has a lost time injury, a wage statement must be completed by the department payroll clerks, except City Hall employees which are completed by Human Resources, whereby wages are reported from date of injury back one (1) year. Employees are to complete the Schedule of Dependent Filing Form. Both forms are to be submitted to CCMSI as soon as possible.

## DISCIPLINE

Departments considering discipline shall refer to the appropriate collective bargaining agreement and/or Personnel Rules. All forms of discipline should be supported by written documentation denoting what level of discipline is being issued and the circumstance involved. Once executed, the documentation should be forwarded to Human Resources. All proposed disciplinary suspensions and terminations should be reviewed with the City Administrator or designee prior to issuance.

## TERMINATIONS

1. Oral or written resignations shall be accepted by the respective department head. The department head should confirm oral resignations in writing with a copy to Human Resources.
2. Employees terminating for any reason shall be referred to Human Resources shortly after notice is provided and before the employee's last work day for counseling on the employee's final payout check and fringe benefits.
  - a. In the event of a layoff, Human Resources shall be notified before any final action is undertaken to determine if the employee has any seniority rights.
3. The Department Head or designee is responsible for the following: scheduling an exit interview with Administration for all permanent, full-time employees; notifying MIS to remove all employee's access rights; obtain all city-owned property including keys and fobs; and generating a Change of Status form terminating the employee with the proper effective date to Human Resources before the next schedule payroll.

## CITIZENSHIP

Applicants may be asked if they are a U.S. citizen, if not, whether or not they are a legal alien. After hiring, the new employee may be asked to provide proof of citizenship or legal residency, working visa and intentions to reside permanently in U.S. An applicant may not be asked if citizenship is native born or naturalized. Country or date of citizenship, citizenship of spouse or relatives may not be asked. New employees will need to furnish documentation in compliance

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with completing the federally required I-9 form before starting.

## **NATIONAL ORIGIN**

It is illegal to inquire about an applicant's national origin, or of the spouse, relatives or parents; the mother tongue of the applicant or how the applicant acquired fluency in foreign languages, and are not acceptable questions.

## **RELATIVES**

It is legal and proper to ask for the names of the applicant's relatives already employed by the City; name and address of parents or guardian of minor applicants; name, relation and address of person to be contacted in case of emergency. It is improper to require an applicant to supply the names and addresses of other relatives and/or friends. The applicant's birth name may not be asked.

NOTE: If a new hire has a relative in a direct or indirect supervisory role, the Department Head is responsible for initiating a plan in accordance with the City's Anti-Nepotism Policy.

## **RELIGION**

It is illegal to inquire as to the applicant's religious denominations or affiliations, personal religious beliefs or religious holidays observed.

## **ORGANIZATION**

Questions about an applicant's membership in clubs, professional societies or other associations other than those which indicates race, color, religion, sex or national origin of members are permissible. It is illegal to require that applicants list all organizations, clubs societies and fraternal organizations to which they belong or have belonged.

## **EDUCATION, EXPERIENCE OR CHARACTER**

Academic, vocational or professional education of an applicant as well as schools attended are proper questions as well as work experience, previous employers and military experience in U.S. Armed Forces. It is illegal to inquire about arrest records, credit ratings or military service for a foreign nation.

## **COMMITMENTS**

It is perfectly legal to ask any applicant if they can make a commitment to the job in question.

## **SALARY REQUIREMENTS**

Beginning September 2019, it is illegal to ask applicants about their salary requirements. The position's pay range will be included in all job postings. The applicants can be asked if the range is acceptable, but the final salary should be negotiated after an employment offer is extended.