

# STANDARD PROCEDURE

## CITY OF WILSON

## PERSONNEL MANUAL

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Employment & Orientation	A-1	1	June 1, 2007		1 of 3

Prepared By: Policy Review Committee

Approved By: Grant Goings  
City Manager

### 1.0 Purpose

To establish a uniform process for filling vacancies and orienting new hires to the organization, its mission, structure, and policies.

### 2.0 Policy

To provide a consistent hiring process that promotes equal employment opportunity.

### 3.0 Scope

Employees and applicants are covered by this policy.

### 4.0 Definitions

- 4.1 Application Closing Date: The last date that a City application may be received by the City's Human Resources Department and be considered for the vacant position described in the job announcement.
- 4.2 Applicant Pool: The persons who submit completed applications as an indication of their interest in being considered by the hiring manager to fill a vacant position that is in the recruiting phase of the hiring process.
- 4.3 Appointment: The official designation of an applicant or employee to perform the duties and responsibilities of an established City position.
- 4.4 Employment Interest Card: A card completed by an individual interested in being considered for an employment opportunity that is currently unavailable. The card will remain active for a six (6) month period.
- 4.5 Employment Eligibility Form (I-9): A federal form used to verify a newly hired employee's eligibility to work and to be in the country. The form must be accompanied by copies of two forms of identification, usually a driver's license and social security card.
- 4.6 Probationary Appointment: The term used to describe an employee's first twelve months of employment within an authorized full-time or permanent part-time position. This period shall last for six months for the newly promoted or reclassified full-time or permanent part-time employee. The twelve or six-month period may be extended up to six months, if approved by the department head.
- 4.7 Promotion: Movement of an employee from one position to another position in a higher pay grade by competitive examination.
- 4.8 Recruitment: The phase of the hiring process that publicizes the availability of an employment opportunity for at least one week. There are three types of recruitment:
  - 4.8.1 External: Recruitment for positions open to all City employees and the general public.
  - 4.8.2 Internal: Restricted recruitment for positions open to current City employees, including temporary, permanent part-time, full-time or employees on authorized leave. This does not include contract workers and/or others not on the City's payroll.
  - 4.8.3 Continuous: Recruitment conducted on an ongoing basis for positions open to all City employees and the general public. A specific application closing date is not announced as the Recruitment phase may be closed anytime following the end of a one week period.

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- 4.9 Screening: The process of reviewing the applications and resumes submitted by a group of applicants to determine who will be invited to participate in the next phase of the selection process.
- 4.10 Selection: The act of determining the candidate best suited to fill a specific job vacancy.
- 4.11 Temporary Appointment: An appointment for a limited period of time. Hours worked may vary from less to more than 40 hours per week.

## **5.0 Rules/Procedures**

- 5.1 A City department shall notify the Human Resources Department of its readiness to fill a vacancy by submitting a completed Employee Separation Report. The department shall specify the type of recruitment desired and indicate if the position is to be advertised for longer than the minimum period of one (1) week.
- 5.2 Representatives of the Human Resources Department and the hiring department shall jointly develop a recruitment and selection plan consistent with the policies contained herein, prior to the start of the recruitment phase.
- 5.3 Job analysis will be used to determine the knowledge, skills, abilities and other terms and conditions needed to successfully perform the duties and responsibilities of the vacant position.
- 5.4 The City provides equal employment opportunity and practices this belief without regard to age, sex, race, color, national origin, creed, religion or disability status.
- 5.5 The City shall publicize full-time and permanent part-time employment opportunities. The City Manager may make exceptions in emergency situations or under unusual circumstances, if it is determined to be in the best interest of the City.
- 5.6 The Human Resources Department will accept applications for vacant employment opportunities throughout the recruitment phase of the hiring process. Applications received after the recruitment phase has ended will not be considered.
- 5.7 Applications will be screened and verified by the Human Resources Department and/or the hiring department based on job related selection criteria.
- 5.8 Those persons determined to be the most qualified to perform the duties of the vacant position during the screening process will be invited to participate in the next phase of the selection process which will include a personal interview, and any other form of job-related testing that might be required.
- 5.9 Disabled applicants or employees requiring accommodations to participate in any phase of the recruitment and selection process may contact the Human Resources Department for assistance.
- 5.10 Assessors will recommend the applicant(s) who based on their performance during the testing process appeared to best fit the needs of the vacant position.
- 5.11 The hiring authority will make a conditional offer of employment following the conclusion of his/her selection interviews and reference checks.
- 5.12 A fitness for duty examination, including a drug test, will be administered to the applicant who is conditionally approved for hire. A full criminal history background check and a valid driver's record check will be administered when necessary for the position (e.g. positions that require the handling of money or the enforcement of laws.)
- 5.13 Human Resources will send a letter confirming the offer of employment to the prospective employee following the hiring authority's agreement with the individual regarding starting salary and the first day of work.

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- 5.14 The Human Resources Department shall conduct a New Employee Orientation for each newly hired employee in order to acquaint the employee with the City's benefits, organizational structure, policies, and various employment practices by which they may be affected while serving in a permanent part-time or full-time position.
  
- 5.15 Hiring managers may fill vacancies with qualified members of applicant pools established for positions with the same title or grade during the preceding six (6) months. Applicant pools may be used in this manner for a period of 12 months when stated in the job announcement.