

RESOLUTION NO. 3594

A RESOLUTION REVISING CITY OF MILES CITY PERSONNEL POLICIES REGARDING RECRUITMENT AND SELECTION

WHEREAS, the City of Miles City has established certain personnel policies for officers and employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

AND WHEREAS, such policies include a policy entitled "Recruitment and Selection" at pages 1.13.1 through 1.13.5 of the Personnel Manual;

AND WHEREAS, the City Council finds that certain revisions to such policy recommended by the Human Resources Committee should be adopted;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

I. That the revised "Recruitment and Selection" policy, attached hereto as Exhibit "A" and made a part hereof, consisting of seven (7) pages marked 1.13.1 through 1.13.7, shall replace the existing pages 1.13.1 through 1.13.5 of the Personnel Manual.

2. Such changes to the policy shall become effective immediately upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 28th day of May, 2013.

C.A. Grenz, Mayor

ATTEST:

Connie Watts, Deputy City Clerk

RECRUITMENT AND SELECTION

Policy and Objectives

Applications for employment with the City of Miles City are considered without regard to race, color, creed, religion, sex, marital status, age, national origin, disability, medical condition, ancestry, or any other consideration made unlawful by Federal, State, or Local laws. The City shall maintain records necessary to establish compliance with the State and Federal civil rights laws, and offer the general public statistical data describing its composition based on race, age, and gender. Selection is based on individual qualifications for the job. Selection criteria include work experience, education and training, special knowledge and abilities, other job related factors, and potential for development. The City is committed to providing reasonable accommodations to individuals with disabilities, in order to extend equal opportunity to such candidates with respect to all aspects of employment including recruitment, hiring, promotions, and transfers.

In accordance with the existing laws, the City recognizes preference in *hiring* in case of a disabled applicant who is otherwise *equally* and *substantially* qualified for the open position. The City also recognizes preference in hiring of documented veterans in accordance with current State statutes. The application of these preferences will be reviewed between the Mayor and the Human Resources/Payroll Officer prior to initiating any recruitment process.

Duties of Mayor, pursuant to Ordinance 2-107:

- '-' Appoint members of City Boards, **with consent** of the City Council
- '-' Appoint members of advisory boards **-consent not needed** by the City Council
- '-' Appoint all City Department heads, **with consent of the majority** of the City Council
- '-' Appoint and remove all other department employees – **consent not needed** by the City Council
- '-' Different rules exist for firefighters and police

Procedure for Filling Open Positions

Open positions are defined as vacancies resulting from employee termination, transfer, promotion, or vacancies created by authorized additions to staff. To initiate the recruitment and selection process, all open positions are declared on a Personnel Requisition form (see attached). The Personnel Requisition form is initiated and retained by the Human Resource/Payroll Office, and submitted to the Mayor, for approval. If a current Job Description is not on file for the opening, or the job description needs to change, the supervisor must complete a Position Description Worksheet (see attached), and submit this form along with the Personnel Requisition to the Human Resources Committee for approval.

Recruitment for an opening with the City of Miles City will progress through the sequence of checking for qualified laid-off workers (Job Registry), internal recruitment followed by external/public recruitment.

- v" All **advertisements must be reviewed and approved by the Mayor or the Mayor's designee prior to placement.**

Summary of Recruitment and Selection Policy:

1. Open positions start with the **Job Registry** for employees who have been laid off. Qualified, laid off employees receive the highest level of preference for filling openings, but do not have exclusive hiring rights.
2. Next, **Internal Recruitment** for current City employees. City reserves the right to open all job searches outside the organization. Qualified internal applicants will be considered, but being an internal applicant is not exclusive criteria for selection.
3. Finally, **Open Recruitment Process**

Step One - "Job Registry" Recruitment (3 Working Days Maximum)

- A. Employees who have been laid-off through no fault of their own by the City are eligible for inclusion on a re-call list known as a Job Registry for a period of one (1) year. This registry along with other pertinent employee files will be maintained by the Human Resource/Payroll office and referred to as a first step when an opening occurs within the City. Laid-off employees who are contained on this Job Registry and identified by the Mayor as possessing the minimum qualifications are informed about the opening, and requested to apply if interested. Notification will be done by registered mail to the laid-off employee's last known mailing address. Registry candidates must apply for these vacancies within three (3) working days of this notification.
- B. The Human Resource/Payroll Office will compare all openings to the Job Registry list for identification of potential candidates, and submit the list of potential candidates to the Mayor or the Mayor's designee. Qualified laid-off employees of the City will receive the highest level of preference in filling openings when possible. However, inclusion of a laid-off employee on the Registry list must not be interpreted as exclusive hiring rights.
- C. Registry members will be considered prior to Internal (see below) recruitment. In circumstances when a tie between two substantially equally qualified applicants exists on the Registry list, the candidate with longer *continuously active* City service will be selected.
- D. An employee's participation on the re-call list ends when:
 - An employee refuses a reinstatement offer;
 - An employee withdraws in writing from participation; or
 - One year has elapsed since the employee's effective date of lay-off.
- E. Recruitment activities through re-call list methods are not considered solicitation for applications from the general public; therefore, preference on basis of veteran status, disability, or Indian race is not applicable.

- F. The Human Resources/Payroll Officer shall notify all applicants determined qualified, if a Job Registry applicant is selected; or, if the applicant(s) are not selected and that the City intends on recruiting internally.
- G. Once the Human Resources/Payroll Officer has determined that no qualified Registry applicants exist and notifications have been made or mailed, the process moves to step 2.

Step 2 -Internal Recruitment (5 Working Days)

- A. Under the Internal method of recruitment all interested current staff are notified and those responding are considered for existing openings. Qualified Internal applicants will be considered in accordance with this policy, however, an "Internal Applicant" status must not be interpreted as the exclusive criteria for selection.
- B. An updated list of all current job openings will be posted internally. This list will indicate the date of opening, the position title, and a contact name for further inquiry. All internal candidates inquiring about open positions will be given an opportunity to apply; however, the City reserves the right to hire applicants from outside when it determines, in its sole discretion, by and through the Mayor or the Mayor's designee that this approach is necessary or desirable.
- C. Interested employees must submit their application in the form of a memorandum to the Human Resource/Payroll Office through their immediate supervisor. This memorandum should be prepared once the employee has reviewed the Job Description associated with the opening, and determined that he/she meets the minimum requirement of the position. Further applications will not be accepted beyond the designated closing date of the position.
- D. The Human Resources/Payroll Officer will notify all internal applicants if selected, or, if they are not selected and that the City intends to recruit externally. Once the Mayor has determined that it is in the best interest of the City to recruit externally, and notifications have been made or mailed, the process moves to step 3.
- E. Recruitment activities through internal methods are not considered solicitation for applications from the general public; therefore, preference on basis of veteran status, disability, or Indian race is not applicable.
- F. In the event an internal applicant meets minimum qualifications for the position, but the City determines that it is in the best interest of the City to recruit externally, qualified internal applications will be carried over to Step 3. The Human Resources/Payroll Officer will notify the internal applicant that their application will be considered along with those who apply externally.
- G. In the event the City determines that it will consider internal applications without posting externally, the internal applicants will move through the hiring process established herein, beginning at the paragraph titled "Application Screening," below. If at any time the internal applicants are removed from the selection process, or if the City determines during the selection process that external recruitment would be in the City's best interest, the process will revert to Step 3.

Step 3- General Public Recruitment (10 working days)

- A. The Human Resource/Payroll office will post a vacancy externally to the general public if no qualified Registry candidate has been identified, and if no internal

applicants have been selected. Vacancies posted to the general public will generally remain open for two (2) weeks when possible, but may be closed sooner, or extended at the discretion of the Mayor, in consultation with the Human Resources/Payroll Officer.

- B. All City vacancies subject to external procedures will be made known to the job-seeking public. The Mayor may elect to utilize any of the following recruitment sources, Job Service listing, newspaper, the Internet, the community colleges, or other appropriate sources. The Mayor, in consultation with the Human Resources/Payroll Officer may also limit its recruitment to specific geographical areas, but will consider all applications received prior to closing date, irrespective of the applicant's place of residence.
- C. All employment advertisements must be reviewed and approved by the Mayor prior to placement. Copies of all final ads will be retained for record-keeping and compliance purposes. Recruitment sources will include both internal and external origins, as described above.

Application Screening

- A. The Mayor and the immediate supervisor for the position being hired will screen applications for basic qualifications, and the Human Resources/Payroll Officer will notify applicants directly if they do not possess these qualifications. All candidates must complete a City employment application form.
- B. Applications of candidates will be forwarded to the Mayor for consideration. The Mayor, in consultation with the immediate supervisor for the position being hired, will select the top candidates for interview based upon a review of qualifications and/or supplemental application questions. All applications received will be logged in the Applicant Flow Log (see attached). This log is then retained when the position is filled
- C. All applications and/or resumes will be retained by the City for two years, or as mandated by the Federal and State laws.
- D. Applicants will be informed that if selected, they will be required to provide the City with specific documents establishing their identity and employment eligibility, in accordance with Immigration Reform and Control Act of 1986.

Applicant Selection Process

- A. The purpose of the selection process is to identify potential employees who are best qualified to meet the specific work requirements and successfully perform the job duties of the open position. In that light, selection procedures will be based on a specific job analysis.
- B. All applicants remaining in competition at each level of the selection process shall be treated consistently with respect to:
 - contents of the procedure applied;
 - persons involved in administering the process; and,
 - the maximum amount of time allotted when timed procedures are utilized.
- C. However, consistent treatment should not imply identical treatment.

- D. Individuals involved with evaluating applicants' qualifications must be familiar with the position to be filled, and must use job-related questions, suggested responses, and rating scales to evaluate candidates. This technique must permit accurate comparison of the applicant against the job requirements, as well as the applicant pool.
- E. Certain entities within the City government may be mandated to require specific qualifications, or use particular measuring guidelines (e.g. POST test) not necessarily pertinent to other departments.
- F. Any unsuccessful applicant claiming employment preference will be provided a written notice of the hiring decision.
- G. Provisions must be made for an annual review and update of this Recruitment & Selection Policy by the Human Resources Committee.

Personal Interview of Selected Candidates

- A. The Mayor shall appoint Hiring Committee, consisting of 3 members, one of which must be the immediate supervisor for the position being hired. The Human Resource/Payroll Officer shall be an advisor to the Hiring Committee, and shall attend all meetings of, and interviews conducted by, the Hiring Committee. The Hiring Committee, along with the Mayor, in the event the Mayor wishes to be present, shall conduct interviews of selected applicants. All questions asked in a personal interview must be job-related and designed to help the interviewer identify the best-qualified candidate for the position. The Employment Interview Guide and the Interviewer's Report (see attached) provide examples for the pre-employment interview process. The primary objective of the personal interview is to achieve the best match between the candidate's qualifications and the job requirements. Therefore, the interview is intended to provide more in-depth information on aptitudes, attitudes, and capabilities of the applicant.
- B. The Mayor and/or the Hiring Committee will utilize a "structured interview" method consisting of a certain number of pre-set, job-related (as determined by the job analysis) questions addressed to every candidate. The responses of the applicants are then measured against a pre-determined set of guidelines, and ranked accordingly.
- C. The Mayor, with the advice of the Hiring Committee, shall select a person or persons who to be offered employment, and shall rank those who are acceptable for employment to determine the order in which employment shall be offered, subject to successful references and background check.

References

- A. Prior to making an employment offer to the selected candidate, a Telephone Reference Check (see attached) encompassing employment history, education, qualifications, and other pertinent information must be performed. This reference check must cover a period of at least five years of paid recent employment when possible, and/or be provided by no less than two former employers.
- B. All interviewed candidates will be required to consent to an Authorization to Conduct Background Investigation for Past Employment & other references &/or for Criminal Background, if criminal background check is applicable.

Employment Confirmation:

- A. Once the final selection is made the successful candidate must be provided with an official Confirmation Letter from the Mayor's office, and the Mayor must sign the payroll request form. In preparing the Confirmation Letter, the Mayor shall establish a salary being offered for the position, so long as the salary is within the amount budgeted for said position. If the Mayor feels that an increased salary is necessary, such increased amount must be approved by the City Council.
- B. The Confirmation letter will address the following topics:
- Title of the job offered
 - Supervisor's name and the hiring department
 - Starting salary and benefits
 - Pay grade and step
 - Classification, i.e. exempt/Non-exempt status
 - Any other terms and conditions of employment, i.e., incentive compensation plan, company-furnished car or car allowance, relocation assistance, early salary review, etc.
 - Starting date
 - Request for documentation regarding identity and employment eligibility
 - Language emphasizing the "at-will" nature of employment, and the probationary period
 - Request for applicant's signature on confirmation letter, and a deadline for the return of said letter to the City.
- C. The Confirmation Letter must accentuate the point that the City does not recognize any other offers or promises made to the candidate, and that no City employee other than the Mayor is authorized to modify the conditions of the offer, or enter into any agreement with the applicant. The Confirmation Letter must indicate that the appointment is subject to the consent of the City Council, when applicable. Furthermore, the Confirmation Letter should state that the "at-will" condition of the employment could only be altered by a written agreement signed by the Mayor.

Documentation Retention

- A. On every selection the City complete, the following documentation must be retained for a period of two (2) years:
- A description of the current duties of the job
 - A copy of the vacancy announcement
 - A copy of the newspaper advertisement, and a list of all recruitment sources used
 - All applications, supplemental question responses, and any other application materials received
 - A copy of all selection procedures and any criteria used to evaluate performance (suggested responses and rating scale)

- Any written evaluations
- The names and titles of any persons who participated in the design or administration of the selection procedures
- Records or other information necessary for applicant flow
- All correspondence with the applicants

Closing

These rules shall be followed unless they conflict with negotiated labor contracts, which shall take precedence to the extent applicable.