City of Winder Personnel Policy Manual
Title: Recruitment, Selection, and Appointment
Date Issued: 3/2013
Policy: 025

Mayor

City Administrator

25.10 Purpose

The recruitment and selection of high quality staff is crucial to the objectives and continued success of the City to provide services to the community. This guidance is designed to assist managers to recruit and select the best candidate in a fair and consistent manner and in accordance with all applicable laws.

25.11 Employment Opportunity

A. Upon determination by the Department Head that a budgeted vacancy exists and a need to fill such vacancy is warranted, the Department Head shall complete and submit a Request to Hire Form to the Human Resources Department for approval by the City Administrator.

B. Once approved, the Human Resources Department shall publicize opportunities for employment with the Georgia Municipal Association, the City's website, and other local resources and outlets including the anticipated salary and employment qualifications for positions to be filled when applicable.

25.12 Selection

The Human Resources Department along with the Department Head or designee shall review applications for employment to determine whether the applicant meets the standards established by the position's job description and other reasonable minimal standards provided that such minimal standards are necessary for satisfactory job performance.

25.13 Employment Applications

A. The City will only accept applications for open positions.

B. The City relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other information presented and obtained throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions of any essential information or data may result in the exclusion of the individual from further consideration of employment or, if the person has been hired may cause termination if the falsification involves misrepresentation of licenses, education, or criminal activity.

25.14 Employment Reference Checks

A. It is the policy of City of Winder to check the employment references of all applicants in order to ensure that the individuals who join the City are well qualified and have strong potential to be productive and successful. Applicants authorize the City to perform reference checks by completing and signing the Application for Employment.

B. The City will respond only to those reference check inquiries that are submitted in writing. The responses provided by the City will confirm only dates of employment, wage rates, and position(s) held, along with other allowable information in accordance with open records requests and applicable employment law.

C. Active employees will be provided a copy of all requests made relating to them.

D. All inquiries for references about former employees must be directed to the Human Resources Department.

25.15 Interview Panels

A. Interviews must be conducted by a panel. The Head of the Department/ supervisor shall work with the Human Resources Department to select interview panel members. The Panel will consist of a minimum of two people including the Department Head of the vacant position, and an employee who is familiar with the area of work, and where appropriate, a third person, from outside the department to balance the panels perspective.

B. The City Administrator and a current Department Head will serve as a member of all selection panels for Department Heads. The Mayor or the appropriate Committee Chair may serve as the third member of the panel or designate an alternate.

C. The Personnel Officer reserves the right to attend all employment interviews.

25.16 The Interview and Selection Decision

Members of the interview panel will observe high standards of fairness throughout the process. To help eliminate bias, candidates must be treated in a consistent manner. Interview questions and other selection techniques must be prepared in writing and the applicant's responses noted to avoid key factors being overlooked. The chairperson of the interview panel is responsible for ensuring that interviews take a structured approach using questions focused on the competencies required for the position.

25.17 Substitute/Temporary Appointments

The City Administrator may approve a substitute appointment of a City employee to temporarily fill a position with a higher classification. No such substitute appointment shall continue more than six months, unless authorized by the Mayor and Council. If the employee serves in the substitute capacity for thirty (30) working days or longer, temporary compensation adjustments may be provided depending on the additional responsibility assigned. Upon returning to the original position, all salary adjustments associated with the increase in duties will be removed.

25.18 Qualification Standards

Employees shall meet the employment standards established by the position classification plan and such other reasonable minimum standards as to character, aptitude, ability to meet the public, and physical condition as may be established by the City with the advice and recommendations of the Personnel Officer and Department Head, provided; however, that such minimum standards are necessary for satisfactory job performance and do not discriminate against any race, color, gender, nationality, religion, political affiliation, age, or handicap.

25.19 Employment of Relatives/Nepotism

A. A Department Head or any person serving in a supervisory capacity is prohibited from hiring an immediate family member into a position within his line of authority. Immediate family in this case shall include parents, grandparents, children (to include step children or adopted), grandchildren, brothers, sisters, significant other/spouse (e.g. girlfriend/boyfriend) or the immediate family of the significant other/spouse. Other personal relationships shall be disclosed by the applicant as well as those involved in the hiring process prior to appointment.

B. The City of Winder retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest. The Department Head, with the consent of the Personnel Officer, shall have the authority and responsibility for determining if such a potential for adverse impact exists or does not exist.

C. When two employees marry or become part of the same household within the same department or report to the same supervisor, the Human Resources Department shall work with the City Administrator to make reasonable efforts to minimize any potential issues. If the City is unable to make an acceptable accommodation, the Personnel Officer shall notify the employees in writing that one of the employees must separate from the City within sixty (60) days. The choice of who shall separate from City service shall be the employees'. In the event the employees do not agree with respect to which one shall resign, the employee with the least seniority will be asked to

resign.

D. No employee that is directly related to an active Mayor or City Council member may serve as the City Administrator or as a Department Head.

E. *Employees married to another employee prior to March 2013 are exempt; however, an employee may be requested to transfer to another supervisor if a conflict is determined by either the City Administrator or Mayor and Council.*

25.20 **Disclosure**

All candidates are required to disclose whether they have any previous criminal conviction. A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and where this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work and the circumstances and background to the offence(s). The reported or verified use of illegal drugs, domestic violence conviction, a DUI conviction, or any felony conviction, within the prior thirty-six (36) months will be an automatic disqualifier.

25.21 **Credit Report**

A credit report will be required for any employee who has primary money management or auditing responsibilities. The review of this report will serve as a guideline for financial judgment and potential risk.

25.22 **Verification of Driver's License and Documents**

A. When the position requires a driver's license, the City will request that the applicant obtain his official driving record from the Department of Motor Vehicles for the past five years.

B. No employee shall operate a City vehicle without a valid driver's license.

C. The applicant shall be required to provide proof for any position that lists education or training requirements.

25.23 **Employment Offer**

A. Before any commitment is made to an applicant or employee, the appropriate Department Head shall forward the applicant's completed application package to the Human Resources Department with a recommendation as to the position to be filled and salary to be paid. After investigating the duties, responsibilities, qualifications, and experience of the applicant, the City Administrator shall accept or reject the applicant and if accepted, the Personnel Officer shall allocate the position to a proper class in the classification plan and verify the starting salary.

B. When all selection package information is completed, the City Administrator or designated Department Head will extend a conditional job offer to the applicant. An official job offer will be made in writing based on the review of the background, drug screening, and physical (if applicable) of the applicant.

C. The official job offer shall be in writing and include at a minimum: (1) the position title, (2) standard hours of operation, (3) salary, and (4) other expectations.

D. Unsuccessful applicants that were selected for an interview shall be notified within two business days after the position is filled.

25.24 Physical and Drug Examinations

A. The physical exam and drug screen shall be provided at the City's expense and will be scheduled and coordinated by the Human Resources Department.

B. An offer of employment may be contingent upon an applicant's successful completion of a medical examination and for Police Officers, a psychological examination. The City may require each finalist to take a pre-employment physical examination. If required, these examinations shall be provided by the City at City's expense.

C. As a condition of employment with the City of Winder, all new City employees are required to successfully pass a pre-employment drug screen. The drug test shall be by means of a urine drug screen. The selected employee is required to notify the testing facility at the time of their test of any prescription drug or other medication they are taking which may affect the drug screen results.

D. In order to ensure continued qualification for employment, the City may request that its employees periodically submit to a medical examination at the City's expense.

25.25 Personnel Files

A. Personnel files containing job performance records, benefits data and related employment information are maintained on each employee. The files are considered strictly confidential with access allowed for very limited reasons as specified by federal or state law. Medical records will be kept in a separate employee file and are not subject to access by other than the Human Resources Department and the noted employee.

B. Employees are entitled to review their file's contents upon notice of two (2) business days. The Personnel Officer or designee will, at all times, observe such a review of personnel files to protect against tampering.