

SECTION III: EMPLOYEE HIRING

1. EMPLOYMENT. Job Descriptions (see Appendix Number 3 for details) defining the essential functions of the vacant position shall be drafted and adopted before the vacancy is posted or otherwise advertised internally or externally.
2. RECRUITMENT. All recruitment shall be conducted in a non-discriminatory manner.
 - A. Internal Promotions. It is Tremonton City's policy to give first consideration to current City employees to fill a job position.
 - B. External Advertising. (CC meeting 11/17/09)
 - (1) Only the Mayor, City Manager or appropriate department head, is authorized to place advertisements and respond to inquiries from employment agencies and/or job applicants.
 - (2) Each Job Opening Notice (see Appendix Number 4 for details) should contain a statement indicating that Tremonton City is an equal opportunity employer.
 - (3) Job Opening Notices must be advertised in the appropriate media (Job Service shall be utilized in all cases that extend job offering to public notice), and through any other channels the City administration deems appropriate, on at least three separate days
 - (4) All Job Opening Notices must specify the name and the office of the person from whom Job Applications (see Appendix Number 5 for details) are to be obtained, the name and office of the person to whom completed applications are to be returned, and the deadline for filing an application.
3. SELECTION.
 - A. Nepotism. It is the policy of Tremonton City to comply with the provisions of Utah's Anti-Nepotism Act, Utah Code 52- 3-1.
 - B. Employment of Minors. It is the policy of Tremonton City that no one under the age of sixteen (16) shall be hired for any position..
 - C. Rehires. Job applications received from former employees will be processed using the same procedures and standards that govern all other applications. The City administration will review the former employee's personnel records and the circumstances surrounding termination of previous employment with Tremonton City.

- (1) Former employees who have been terminated for cause are not eligible for rehire.
 - (2) Applicants who are rehired shall be required to serve a probationary period.
- D. Job Applications. All interested job applicants shall complete a Job Application (see Sample 5 for details).
- (1) All applications and resumes received for the job opening will be forwarded to the Mayor, City Manager or appropriate department head. Upon receipt, each application and resume will be marked with the date it was received and placed in an Application File for at least one year. (CC meeting 11/17/09)
 - (2) Job applications shall be signed by the job applicant and the truth of all information contained therein shall be certified by the job applicant's signature. The job applicant shall provide a copy of required certified educational transcripts either with the application or upon hire.
- E. General Aptitude Test Battery (GATB). When necessary, job applicants may be required to take the General Aptitude Test Battery. If administration of the GATB is deemed necessary it is to be administered by Job Service.
- F. Other Ability Tests. Job Applicants may be required to take other ability tests which Tremonton City deems necessary for a specific position. Job applicants for certain positions may require skills for which a known level of competence must exist such as mathematics, keypunch, and/or timed typing tests. When Tremonton City uses other ability tests, Tremonton City shall make reasonable accommodations for disabled applicants.
- G. Job Applicant Disqualification. An application may be rejected if the job applicant:
- (1) Does not meet the minimum qualifications established for the position.
 - (2) Is physically or mentally unable to perform the essential duties and responsibilities of the position with reasonable accommodation(s) (determined only after a conditional offer of employment, pending the results of a medical examination, has been extended to a job applicant).
 - (3) Has falsified a material fact or failed to complete the application.
 - (4) Has failed to timely file the application.

- (5) Has an unsatisfactory employment history or poor work references.
- (6) Has failed to attain a passing score, if an examination is required.

H. Interviewing.

- (1) The Mayor, City Manager or appropriate department head will select applicants to interview from those who have passed the preliminary screening job application and ability tests. Job related duties and qualifications will provide the basis for initial screening of job applicants. During the interview, all job applicants should be advised that any and all of the information provided will be verified.
- (2) Individuals conducting job interviews shall only ask questions that pertain to the job position. The Pre-Employment Inquiry Guide (see Appendix Number 6 for details) should be reviewed by the interviewer before the interview begins. In addition, during the interview each interviewer completes an Interview Guide (see Appendix Number 7 for details) which is consistent with Tremonton City's Equal Employment Opportunity policy.

- I. Reference Checks. In order to facilitate references checks, written permission shall be obtained from the applicant using the Applicant's Consent to Release Information Form (see Appendix Number 8 for details). Tremonton City may contact the references for each job applicant and ask job-related questions, which include similar questions for each job applicant checked, using Tremonton City's Telephone and Written Reference Check Questionnaires (see Appendix Number 9 and 10 for details).

4. PLACEMENT.

- A. Rejection Letters. Within five (5) working days after the job offer has been accepted, non-selected job applicants shall be notified. The Mayor, City Manager or appropriate department head, will send a Job Rejection Letter (see Appendix Number 11 for details) to each job applicant who was not selected for a job opening.
- B. Job Offers. After a job applicant is approved by Tremonton City, the City shall notify the successful job applicant of their selection through a written Job Offer Letter (see Appendix Number 12 for details). The written Job Offer Letter shall clearly state the job description, salary conditions, and any provisional conditions of employment (i.e., successfully passing drug/alcohol tests). Additionally, the written Job Offer Letter shall clearly state that the offer is not accepted until the

candidate signs the written Job Offer Letter and returns it to Tremonton City by the requested date. The original Job Offer Letter is then filed in the employee's file and a copy is given to the new employee during orientation. Written Job Offer Letters should also include the following:

- (1) A clear statement of the job description.
- (2) The employee's starting salary. Starting salary offers for exempt positions shall be figured for a specified period, such as a two-week period. Starting salary offers for non-exempt positions shall be figured at an hourly wage.
- (3) The employee's job title.
- (4) The employee's supervisor.
- (5) Any relocation commitments, if applicable.
- (6) Tremonton City's at-will employment policy.
- (7) The employee's starting date.
- (8) The length of the employee's probationary period.
- (9) Notice that employment is contingent upon passing a background examination, drug tests, medical/physical examinations, etc.

C. Medical Examinations/Drug Screening. Once Tremonton City has extended a conditional job offer to the job applicant, a medical interview or examination may be conducted, depending upon job position, by a health professional chosen by Tremonton City or a mutually agreed upon health professional to determine a job applicant's ability to fulfill essential job related requirements. A drug screening will be required to be performed for all new employees. All costs for required medical interviews or physical examinations and drug screening will be borne by Tremonton City. The prospective employee must sign a written release of this information to Tremonton City. (CC meeting 11/17/09)

D. Reinstatements. Employees who are reinstated into Tremonton City may maintain their original anniversary date for seniority purposes as well as for those benefit programs governed by the anniversary date. The policy will be as follows:

- (1) Layoffs. Employees who terminate because of reduction in work force will maintain their original anniversary date for seniority purposes if they

are re-employed by Tremonton City within one year after date of termination.

- (2) Voluntary resignations. Employees who voluntarily terminate their employment with Tremonton City may maintain their original anniversary date, subject to Mayor and/or City Council approval, if they are re-employed by Tremonton City within six months after date of termination.

E. New Hires. The City Recorder or Payroll Clerk, is responsible for having new employees fill out all pre-employment forms, benefit applications, and enrollment forms and providing basic information on Tremonton City's pay policy, leave policy, benefits, parking and work hours during the employee's first day of work.

F. Orientation. Newly hired employees shall complete all required paperwork and receive orientation as a new employee of Tremonton City on their first day of work.

- (1) In accordance with the Immigration Reform and Control Act of 1986, all new employees shall provide proof of identity and employment status by completing an Employment Eligibility Verification Form (see Appendix 13 for details). The employee must sign under penalty of perjury that they are a U.S. citizen, a lawful permanent resident alien, or an alien otherwise authorized for U.S. employment.
- (2) All new employees shall complete and sign a Form W-4 Federal Withholding Statement (see Appendix 14 for details).
- (3) All new employees should be given a tour of the work place with a brief overview of City rules and benefits. The employee should complete a New Employee Orientation Form (see Appendix Number 15 for details). (CC meeting 11/17/09)

G. Probationary Period.

- (1) All new employees shall be subject to a one (1) year probationary period. During this period, probationary employees may be terminated with or without notice for any or no reason without any right to due process, notice, explanation, or appeal in connection with said termination.
- (2) Probationary periods begin on the first day of employment and continue for one (1) year. Management will provide guidance to probationary employees so they understand work requirements. (CC meeting 11/17/09)

- (3) An employee on probation shall have a performance evaluation at the end of the probationary period. This performance evaluation may be used to provide information to both the employee and management regarding the employee's performance. A performance evaluation and the results of such evaluation shall not obligate management to a particular course of action relative to the probationary employee nor shall it create any property/due process rights for the probationary employee relative to their job/position.
- (4) In cases of an employee receiving an internal promotion the Mayor, City Manager, and department heads may decide if an employee receiving the promotion shall be subject to a probationary period.

5. VOLUNTEERS.

- A. The Mayor, with approval of the City Council, may establish a program for the use of volunteers.
- B. The City shall develop guidelines for use of volunteers
- C. Volunteer service experience will be recognized for determining minimum qualifications for an employment position with Tremonton City.
- D. Prior to accepting volunteer services, the Mayor and the volunteer shall sign a Memorandum of Understanding Agreement defining the nature and terms of the volunteer services.
- E. A volunteer is considered an employee of Tremonton City for the purposes of:
 - (1) Workers compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of employment.
 - (2) Operating Tremonton City owned vehicles or equipment when the volunteer is properly licensed to do so.
 - (3) Liability insurance coverage offered employees.
- F. Volunteer Drivers - Transportation
 - (1) Volunteer Drivers must:
 - a. Pass the Police Department background check.
 - b. Hold a valid State of Utah Drivers License and CDL if applicable
 - c. Be able to follow directions on a road map

- d. Be conscientious of passengers and surroundings
 - e. Know CPR and basic First Aid
- (2) No smoking is allowed in the vehicle
 - (3) No fighting or altercations that will distract the driver are allowed.
 - (4) Operating a City vehicle while under the influence of alcohol is not allowed, nor is alcohol consumption allowed while the driver is in charge of the vehicle or in the vehicle by the passengers.

REV 12-09.1

NOTES: