
	Policy:	Job Posting and Recruitment Hiring City Employees
	Effective:	October 1, 2007
	Revised:	October 2013; October 2014; <u>October 2017</u>


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Purpose	Establish procedures to recruit, select, and advance personnel based on ability, knowledge, and skills.
Policy	<p>The City Administrator may appoints all employees. The City Administrator may additionally requires approval of a majority of the members of the approval of the City Council to appoint the finance director, city clerk and department directors heads. appoint, subject to the approval of a majority of the members of the Council, all department directors. Department directors heads shall only include the Director of Public Works/City Engineer, Police Chief, Director of Library & IT Services, and Director of Planning and of Community Development. are those employees that report directly to the City Administrator</p> <p>The City Administrator may appoint all other employees.</p> <p>It is the policy of the city to provide equal employment opportunity to all persons in the job posting and recruitment process. All employment policies and practices will be nondiscriminatory in compliance with federal laws, state statutes and local ordinances.</p>
Job Posting	Position vacancies for senior management department heads directors, and regular full-time, regular part-time, and seasonal part-time positions will may be sent to all employees on the city email system, posted on the employee intranet and departmental/divisional employee bulletin boards at the Arena, City Hall, Library, Liquor Store, Maintenance Facility, Memorial Pool, Police Facility, Wastewater Division, and Water Division from the date of official newspaper advertising until the closing date. The posting will specify the title, starting salary or range, the nature of the work to be performed, how to apply, the closing date for receiving applications, and any other pertinent information. <u>All postings must be approved by the City Administrator.</u>

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- Recruitment** Human Resources ~~are~~ is responsible for managing the recruitment process to assure compliance with state and federal laws as well as City of Northfield policies and practices. This includes approving all job postings, advertisements, placing of job advertisements, and ~~addendums~~ supplements to the application and other recruitment materials. Human Resources will meet with the appropriate manager(s) to determine the best methods for recruiting.
- When the city recruits a position, the position will be advertised in selected newspapers, periodicals, internet job sites, Minnesota Workforce Center, city’s website, newsletters and/or through direct mailings. In addition, when applicable, the city will send notices of job openings to colleges, universities, vocational/technical schools, and organizations whose membership includes people with disabilities, minorities and women individuals in protected classes in an effort to recruit a broad range of diverse and qualified applicants.
- All advertisements will include the job title, the nature of the work to be performed, how to apply, the closing date for receiving applications and any other pertinent information. All advertisements will include the statement “The City of Northfield is an Equal Opportunity Employer” or “EEO” or some other similar statement, which conveys the city’s commitment to equal employment opportunity.
- Promotions** The city ~~will~~ may post all positions internally and externally and current employees are encouraged to apply for promotional opportunities. Due consideration will be given to internal applicants ~~and all internal applicants meeting minimum qualifications will receive an interview for the position.~~ The city has the right to make the final hiring decision based on qualifications, abilities, experience, record of service and needs of the city.
- Anniversary Dates** For purposes of pay adjustments and performance reviews, the effective date of promotion, transfer or demotion will be used as the ~~new~~ anniversary date. ~~Longevity will be calculated from the date employee starts working full time and is benefit eligible.~~
- Transfers From Within** Occasionally an employee will apply to transfer to a vacant position. Transfers, like promotions, are offered to all employees on a competitive basis. This does not preclude the city from recruitment and/or selection of applicants outside the city’s workforce. This policy is not a waiver of job-relevant qualifications for the position, nor is it a guarantee of transfer ~~to~~ for existing employees. The city has the right to make the final hiring decision based on qualifications, abilities, experience, record of service, and ~~City of Northfield~~ needs of the city.

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Reassignments Occasionally the employer will reassign employees to related positions, possibly in different departments, for the benefit of the employee and/or employer.

The City Administrator may assign employees to fill positions on an “acting” basis.

Application Forms Applicants must complete the city ~~“Application for Employment”~~ application form and return it to the Human Resources office. Each application must be completed and signed by the person applying. Applicants may be required to submit certificates from educational and training institutions, military discharge information, and reasonable proof of any statements made on the application. Any false statements within the application shall be cause for rejection of the application or dismissal of the applicant. Unsolicited applications for positions not posted will not be considered.

Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee.

The hiring process for election judges is administered by the City Clerk’s office.

Testing and Examinations Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam.

Pre-Employment Medical Exams The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.


Equal Employment Opportunity

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job and is a qualified individual with a disability as defined by law, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

~~All job posting and recruitment will comply with the city’s policy on Equal Employment~~

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Opportunity. See Section 3.01 for further information on the city's Equal Employment Opportunity (EEO) policy.

Selection Process The selection process will be a cooperative effort between Human Resources and the hiring supervisor, subject to appropriate appointment approval. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to appropriate appointment approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience, and city needs.

Background Checks All finalists for employment with the City may be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Equal Employment Opportunity All job posting and recruitment will comply with the city's policy on Equal Employment Opportunity. See Section 3.01 for further information on the city's Equal Employment Opportunity (EEO) policy.

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