**Hiring, LMC Model Policy**

*League models are thoughtfully developed by our staff for a city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the* [Personnel Policies Chapter](https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/) *of the Human Resources Reference Manual.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

City of \_\_\_\_\_\_\_, Minnesota

Hiring Policy

*Special thanks to the City of Maplewood for providing the basis for this policy.*

*It was developed for a Plan B, City Manager form of government. It would need to be adapted to apply to a Plan A, City Administrator or other form of government.*

**Employee Recruitment and Selection**

**Scope**

The Human Resource Director will manage the hiring process for all regular positions within the City. All applications for regular fill-time and part-time employment shall be submitted to the Human Resource Department for consideration. The Human Resource Director will utilize department resources to assist in the process.

**Features of the Recruitment System**

1. Regular Position Vacancy Announcements: Position vacancies, for regular full-time and part-time positions, shall be published by posting announcements on the city’s website and all city staff will be notified of the vacancy by e-mail. Such postings will normally specify the title and salary of the positions; the nature of the work to be performed; the minimum and essential requirements of the position; the time and place to apply; the closing date for receiving applications; and other pertinent information.
2. Application Forms: Supplemental questionnaires may be required in certain situations. All candidates must complete required application materials with original signatures, and ensure they are submitted by the application deadline, in order to be considered for the position. The Human Resource Director may extend the deadline for application after consultation with the appropriate department head.

*Application shall normally be made on application forms provided by the Human Resource Department.*

1. Appointments and promotions in the City service shall be made according to merit and fitness related to the position being filled. Vacant positions will be filled on the basis of a regular, part-time casual, paid-per-call, intermittent, seasonal, or temporary appointment.

Appointments may be made on a full or part-time basis. Part-time employees may be hired into a benefit-earning (over twenty (20) hours per week) or non-benefit-earning twenty (20) or fewer hours per week) status.

*Optional additional wording: In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties.*

1. Position vacancies may be filled on an “acting” basis as needed prior to filling a position through the normal process. The City Manager will approve all acting appointments for regular positions. If a current employee is appointed to an acting position and is later fired to fill the regular appointment, with no break in service in the new position, the effective date of the regular appointment will be considered to be the date on which the acting appointment was made. Pay rate adjustment for acting appointments will be determined by the City Manager.
2. Employees who have left City service in good standing are eligible for reinstatement at the City’s option. The City Manager may reinstate seniority for benefit accrual purposes, under special circumstances.

**Examinations**

1. Applicant qualifications will be evaluated in one or more of the following ways: a training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exams.
2. Tests for appointment in the City service shall be competitive tests which shall be open only to applicants who meet the minimum qualifications as stated on the job posting or qualifications determined to be equivalent by the Human Resource Director. The City Manager and Human Resource Director will determine whether to post the position as a promotional or open competitive opportunity.
3. Positions designated as promotional only will normally be open to any City employee who has successfully completed their initial probationary period. Employees who serve in a part-time casual or paid-per-call status will normally be eligible to apply.

***Option:*** *Temporary, intermittent and seasonal employees are not eligible to apply for promotional-only positions*.

1. Examination results: The examinations and results of examinations are confidential. Each person taking an examination shall be entitled to obtain their final score and may request an exam review with the Human Resource Director to obtain summary information on the results.

Applicants who fail an exam will normally not be eligible to retake the exam within the following six months.

1. Method of Rating: Sound measurement techniques and procedures shall be used in rating test and determining the individual and/or relative ranking of the candidates.
2. Candidates are required to attain at least a passing score on each component of the test in order to continue in the selection process. Access to the testing process may be limited to the top candidates based on job-related qualifications. Applicants who do not receive a passing score will not be eligible to retest for the same classification for a six-month period.
3. The Human Resource Director shall establish minimum qualifications for each position with input from the appropriate department head. All candidates must meet the minimum qualifications to be eligible to participate in the selection and testing process.

**Pre-Employment Medical Exams**

The Human Resource Director may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential duties of any City position. Where a medical examination is required, the offer of employment will be made contingent upon successful completion of the medical exam.

Where these are required, they will be required of all candidates who are conditionally offered employment for a given job class. The information obtained during the medical exam will be treated as confidential medical records.

A licensed physician designated by the City will conduct the exam and the City will pay the cost of the exam. The physician will notify the Human Resource Director that a candidate wither is or isn’t medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed the drug test if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the Human Resource Director will confer with the physician and candidate regarding reasonable and acceptable accommodations.

The physician will inform the candidates of the results of their examination. If a candidate is rejected for employment based on the results, he/she will be notified of this determination and may request further explanation from the physician.

***Note:*** *Federal DOT Highway Administration regulations require drug and alcohol testing in certain circumstances for certain employees who perform “safety-sensitive” functions with a commercial driver’s license. For additional information, refer to the League’s Information Memo* [*Drug and Alcohol Testing Toolkit for the City Workplace*](https://www.lmc.org/resources/drug-and-alcohol-testing-toolkit-for-the-city-workplace/)*.*

**Selection**

1. The selection process will be a cooperative effort between the Human Resource Director and the department head, subject to final hiring approval of the City Manager. For regular full-time and part-time positions, the department head will normally recommend the top candidate or candidates to the City Manager who has final authority on all hires and promotions. The City Manager may elect to interview any or all of the candidates.
2. Hiring of seasonal, part-time (casual), intermittent and temporary employees may be delegated to the department heads or their designee upon approval of the City Manager. The supervisor may terminate these latter appointments at any time, subject to department head approval.
3. Relatives of current employees may be hired only if they are the most qualified and there will be no supervisory reporting relationships between them as a result of the hiring. The City manager and Human Resources Director must approve all such appointments.
4. Veterans Preference will be applied as appropriate to qualified veteran applicants to recognize the training and experience they received as a result of serving in the military.

**EEO Policy Statement**

The City of \_\_\_\_\_\_\_ will not discriminate against any employee or job applicant on the basis of a person’s legally protected characteristic such as race, color, creed, religion, ancestry, national origin, sexual orientation, disability, marital status, pregnancy, status with regard to public assistance, political affiliation, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission, sex or age (except where sex or age is a bona fide occupational qualification).

The City of \_\_\_\_\_\_\_ is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, reclassification, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training.

The City of \_\_\_\_\_\_\_ will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity. The City of \_\_\_\_\_\_\_ will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these goals as well as other established criteria. Any employee of the City who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this Statement and Plan will be subject to disciplinary action.

The City of \_\_\_\_\_\_\_has designated the Human Resource Director to manage the Equal Employment Opportunity Program. If any employee or applicant for employment believes he/she has been discriminated against, please contact the Human Resource Director, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, Minnesota 55 \_\_\_\_\_\_\_, or call (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_.