

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

3. PERSONNEL 6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Recruitment and Induction (Employment)

POLICY NUMBER: 3.145

PAGES: 4

REVISION DATES: June 22, 1999, January 6, 2009

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED:

ALL REVISIONS ARE MARKED BY AN ASTERISK (*)

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this annual at any time subject only to approval by the Common Council.

It is the policy of the City of Marshfield to recruit and select the best qualified persons for positions in the City's service. Further, it is the policy of the City of Marshfield to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, sex, sexual orientation, national origin, ancestry or political affiliation. The City of Marshfield will also provide reasonable accommodation for disabled applicants and employees.

Notification

The Human Resources office shall be notified immediately when a need to fill a new or existing position is planned or occurs. All job openings must be announced through the Human Resources office to ensure compliance with labor agreement requirements, Personnel Policies, and affirmative action goals.

Advertising

Recruitment will be advertised in the most appropriate places likely to serve qualified candidates for the position. Individuals shall be recruited from, as wide a geographic area as is necessary to secure well-qualified candidates for a position.

Job Announcements

Job announcements shall include the classification title, compensation, sample of duties and responsibilities, deadline and filing procedures and any other pertinent information. Additional information may be requested for some positions.

Applications

All applications for employment shall be submitted to the Human Resources office using the approved City Application Form. The City of Marshfield accepts applications for current openings only.

The names of applicants for employment shall not be made public.

Each person who files an application will be notified of the action taken on that application.

An applicant or employee who has made a false statement of material facts or who has practiced any deception, fraud, or misconduct in connection with the application may be subject to discharge or other disciplinary action. Should the applicant not be an employee, the application may be rejected.

Rejection of Applications:

An applicant may be rejected from further consideration for appointment for reasons including, but not limited to, the following:

- 1. Does not possess the minimum qualifications for the position applied for;
- Has established an unsatisfactory employment record as evidenced by reference checks of such nature as to demonstrate job-related unsuitability for employment;
- 3. Has made a false statement of any material fact, or practiced deception in his/her application:
- Has any disability that would prevent satisfactory performance of the job duties, absent reasonable accommodation on the part of the City;
- 5. Does not reply to mail or telephone inquiry within two (2) working days after receiving:
- 6. Fails to accept appointment within two (2) working days or to report for duty within the time prescribed in the offer; or
- 7. Does not properly complete the application.

Applicant Screening and Ranking

Human Resources shall conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position.

Screening and ranking procedures may include, but are not limited to the following:

- 1. Review of applications to determine compliance with minimum qualifications;
- 2. Review of prior education, training and/or experience;
- 3. Personal interview;
- 4. Performance tests;
- 5. Reference check of past employers, personal references, criminal background check and drivers license check.
- 6. Work simulations; or
- 7. Physical examination: Medical examinations may be required of a candidate after the candidate has been offered a position. Such examinations shall measure the individual's physical capabilities in terms of the job to be performed. When medical examinations are required, they shall be conducted by a licensed physician at the City's expense.

Interview Committee

Interview Committees for the City Administrator or Department Heads shall be appointed by the Finance, Budget and Personnel Committee or its designee. Names of potential committee members may be suggested by the Human Resources Manager and/or the operating departments for consideration by such designee of the Finance, Budget and Personnel Committee.

The designee of the Finance, Budget and Personnel Committee may authorize one representative of the department involved to appear and act as a rating member of the Interview Committee.

The Interview Committee shall rank the applicants.

Appointment

All appointments to positions shall be made per Personnel Policy No. 3.800.

Reduction in Force

In the event of a reduction in force caused by budget limitations or program changes, lay-offs will be determined by the City Administrator or applicable Department Head in conjunction with the Human Resources Manager on the basis of ability, skill and experience, subject to the provisions of any applicable bargaining agreement.

Personnel File

The Human Resources Manager shall maintain in his/her office a Personnel file for each employee. All information pertaining to such employee, during the course of his or her employment, shall be forwarded by the Department Head to Human Resources and shall be kept in said file. Such information shall be confidential, and shall be released by Human Resources only under the following instances:

- 1. On the written authority of the employee;
- 2. In response to a subpoena issued by a competent court or an attorney at law under the provisions of the Wisconsin law; or
- 3. For use by Department Heads in reviewing application for employment in other department within the City of Marshfield.