



Section Name: Employee Relations Effective Date: October 5, 2009
Section Number: 400 Date of Revision:
Policy Number: 009
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Subject: Hiring

1. Purpose: The purpose of this policy is to establish the authority and responsibility of City personnel in the employee recruitment, selection and appointment of exempt and non-exempt positions. To maximize the City efforts and resources in the selection of the best employees available.

2. Statement of Policy:
 - 2.1 The City of Monroe is an equal opportunity employer. Individuals will be hired solely on the basis of their qualifications and ability to do the job to be filled.

 - 2.2 Department Heads, who need to fill a job opening, must submit an Employee Requisition Form to the Human Resources Director. The City Manager, the Finance Director, and the Human Resources Director must approve all requests.

 - 2.3 Personal referrals, walk-ins, newspaper advertisements, employment agencies and other private or public entities, may be utilized in recruiting qualified applicants for positions. The Human Resources Department may use other recruitment methods for positions which are difficult to fill or require specialized skills.

 - 2.4 The City may also use the above recruitment methods for exempt positions as well, but may also use the services of executive search firms when appropriate. For executive level positions, such as Department Heads, "a search committee" may be established as determined by the City Manager.

 - 2.5 The City may give consideration to any known qualified internal individuals.

 - 2.6 If candidates from within City Government are to be considered for job openings, the Human Resources Department will post the openings in accordance with the City's posting procedures.

- 2.7 If candidates from outside City Government are to be considered for job openings, the Human Resources Department will be responsible for recruiting the candidates and may use the recruitment methods and sources it considers appropriate to fill the openings.
 - 2.8 During the recruitment and hiring process, no statement, oral or written, will be made promising employment.
 - 2.9 Former employees who left the City in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. A former employee who is reemployed will be considered a new employee from the date of reemployment.
3. Definitions: None
 4. Application: This policy shall apply to all departments of the City of Monroe.
 5. Responsibility: The City Manager and the Human Resources Director will be responsible for establishing specific guidelines on the proper methods of recruiting applicants for approved positions.
 6. Administrative Procedure.
 - 6.1 When candidates are to be considered for job openings, the following procedures will be followed:
 - (a) Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring.
 - (b) The Human Resources Director will consider requests for accommodation of disabilities and will determine what, if any, accommodation will be made.
 - (c) Applicants determined to be qualified for consideration for available job openings will be screened by the Human Resources Director and given any tests required for the job.
 - (d) If the Human Resources Director determines that the applicant is qualified for employment and compatible with the work environment, the application will be forwarded to the Department Head.
 - (e) Following a decision to hire the applicant, the Human Resources Department will conduct a thorough background check. If the applicant accepts the offer and a medical examination is required, the Human Resources Department will make the necessary arrangements.

- (f) If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the City, the applicant will be refused employment, or if already employed, may be terminated.
- (g) The Human Resources Department is responsible for orientation of new employees and the processing of their employment forms and the supervisor is responsible for any necessary on-the-job training.

6.2 In compliance with the Immigration Reform and Control Act of 1986 and Title VII of the Civil Rights Act of 1964 and pursuant to the City of Monroe's commitment to employ only U.S. citizens or aliens authorized to work in the United States, upon hire all employees are required to complete and sign the verification form (I-9) designated by the Immigration and Naturalization Service to certify that they are eligible for employment and to provide copies of the documentation required for verification of U.S. citizenship or legal alien status.

A photocopy will be made and attached to the completed I-9 form of documentation (i.e., social security card, driver's license, birth certificate, passport, etc.) presented by new employees to verify their citizenship.

If so requested, the Human Resources Department will provide officials of the Immigration and Naturalization Service or the Department of Labor with copies of completed I-9 forms for inspection.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated October 5, 2009.

Revised pursuant to action of the Monroe City Council, dated _____.