

**CITY OF WAUKESHA
HUMAN RESOURCES POLICY/PROCEDURE**

**POLICY B-2 –Recruitment, Application and Selection of Applicants
for Employment**

A. Purpose

Recruitment, application and selection of applicants for employment with the City of Waukesha is done in accordance with equal employment opportunity laws and regulations and the City of Waukesha Affirmative Action Plan.

B. Application Procedure

This procedure shall apply to all authorized regular full-time and regular part-time positions of the City. Limited-term positions are exempted from these requirements.

1. Regular full-time positions are those positions authorized a work schedule requiring at least forty (40) hours per week in accordance with City policy.
2. Regular part-time positions are those positions authorized a work schedule requiring at least twenty (20) hours per week in accordance with City policy.
3. The selection of protective service positions is governed by the Police and Fire Commission and is not regulated by this procedure except to comply with affirmative action laws, regulations and policies.

C. Appointing Authority / Authorized Position

1. For purposes of this procedure, the "Appointing Authority" is a department director, a deputy, assistant, or a supervisor to whom the department director has delegated hiring authority.
2. For purposes of this procedure, an "Authorized Position" is a vacant position authorized for filling by the Common Council and appearing in the Staffing Resolution.

D. Affirmative Action

The City of Waukesha does not and will not regard such factors as race, color, religion, national origin, sex, sexual orientation, marital status, disability, or age, (except where sex, age, physical or mental requirements are a bona fide occupational qualification (BFOQ) and marital status where supervisory relationship exist) as having any bearing on whether or not an individual is accepted for employment, or as having any influence as to how an individual might progress within the City organization thereafter.

E. The Selection Process

1. Notification of Vacancy
 - a. When an authorized vacancy occurs, the Appointing Authority will notify the Human Resources Department by forwarding an employment requisition. The employment requisition will include the following information:
 - (1) The job classification title.
 - (2) The job status - full-time, part-time, or temporary.

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- (3) The pay range.
- (4) An updated job description, if needed.
- (5) Any necessary information that would be of assistance in filling the job position
- (6) The reason for the vacancy (i.e. termination, promotion, demotion, transfer, newly budgeted position, etc.)
- (7) Incumbents name, where necessary.
- (8) The scope of advertising being requested - internal, local, state, or national.
- (9) The desired effective date of employment.

F. The Vacancy File

1. For each new vacancy the Human Resources Department sets up a vacancy file to monitor the selection process. This file contains:
 - a. A current position description,
 - b. A copy of vacancy announcement.
 - c. A copy of the media advertisement (when used).
 - d. The employment requisition.
 - e. A job application log and routing sheet .
 - f. Job applications from the current recruitment effort.

All formal recruitment efforts such as advertisements or notices, are coordinated by the Human Resources Department. Recruitment of applicants may include, but not be limited to: the posting of notices on bulletin boards, internet sites, advertisements in newspapers, bulletins, journals, letters to academic institutions, state, county and local agencies.

G. Internal Posting / External Advertisement

1. Internal Posting:
 - a. Generally, all City positions shall be advertised internally. The posting requirement may be satisfied or waived under the following conditions:
 - (1) The position is a career ladder promotion.
 - (2) If the vacant position was listed as open in a "Job Opportunity" announcement that was posted during the immediate previous week.
 - (3) If the department director projects future vacancies, the department may develop a list of eligible applicants from a current posting and send it to the Human Resources Department. Subsequent vacancies in that department may be filled from this list without re-posting the position. The list must be on file with the Human Resources Department prior to the subsequent vacancy. (This would not include positions covered under a collective bargaining agreement.)
 - (4) The position is temporary, seasonal, or limited term.
 - (5) The posting requirement may be waived by the Human Resources Department under the following conditions:
 - (a) The department director wishes to rehire a former employee on a temporary basis to fill-in during a period of illness up to thirty (30) days.
 - (b) Emergency, such as meeting of minimum staffing requirement which is mandated by law.
 - (c) When failure to fill a vacancy could result in a serious legal or financial liability to the City.

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- a. The Human Resources Department will prepare and distribute a "Vacancy Opportunity" announcement of vacancies as they occur. Where applicable, collective bargaining agreements will be followed. The announcement will include a brief listing of the job requirements, and cut off date to receive applications. Department directors are responsible for making sure that job announcements are posted where they are readily visible to employees of their department. Each department director will assure the posting of the job announcement within their department.
- b. The Human Resources Department will forward all qualified applications resulting from internal advertisement to the appointing authority for review. Vacancies shall be filled from within by promotion, transfer, or demotion of qualified applicants whenever practical and whenever in the best interest of the City.
- c. It is not necessary to advertise positions externally if a qualified applicant is found in the active file or through internal recruitment. If qualified applicants are not found from internal recruitment efforts, the Human Resources Department will advertise externally.
- d. The Human Resources Department will initiate both internal and external advertisement immediately after a vacancy is authorized, if the situation so requires.

2. External:

When an authorized vacancy occurs, the Human Resources Department will research the active file of applicants for that position. This file contains applications collected in the past twelve months during previous recruitment efforts. These applications will be forwarded (after screening by the Human Resources Department) to the appointing authority for review.

The Human Resources Department will list job openings with those newspapers, agencies, and web sites specified in the City Affirmative Action Plan.

Individuals who wish to be considered for advertised positions are required to complete a City application form. Individuals with a current application on file with the Human Resources Department may have their application considered by notifying Human Resources of their interest. Current City employees may apply for these positions, and will be considered with other external applicants.

H. The Time Frame

1. The Human Resources Department will assist the appointing authority in estimating the time frame necessary to complete the selection process. Time involved will vary with the appointing authority, but will be reasonable. Several factors that could be considered are: the nature of the position, number of qualified applicants, the scope of advertising, the extent of interviewing and screening, and time for the new employee to file adequate notice with their employer. The following factors are involved in estimating the advertising time frame:
 - a. Advertising - Locally and State.

One to four times for the advertisement to appear in the required news media. Generally, the closing date for accepting applications is five (5) to ten (10) work days after the last advertisement appears and will be so noticed in the advertisement.

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b. Advertising - National.

The time for national advertisements to appear will vary. The closing date for accepting applications is normally thirty (30) work days after the last day an advertisement appears in a national newspaper, magazine or professional journal.

The Appointing Authority may not interview job candidates before the closing date has passed.

c. Screening.

At least one (1) working day is usually required for the Human Resources Department to pre-screen applications. One week to schedule and attend a post offer pre-placement physical. Additional time may be required to review the results of written tests.

I. Applications

1. Application Form: All applications for employment will be filed with the Human Resources Department on the authorized forms available in the Human Resources Department or on the City web site (www.ci.waukesha.wi.us). When an application is sent directly to a department, the application material will be forwarded to the Human Resources Department in order that it may be placed in the active file, and so that affirmative action tracking data may be gathered.
 - a. Applicants may fill out City Employment Application forms in the Human Resources Department. Applicants may also fax or e-mail applications to the department.
 - b. Time permitting, Human Resources will conduct an initial audit at the time the applications are completed in order to:
 - (1) Review the application form with the applicant,
 - (2) Answer questions regarding the position, city employment and so forth,
 - (3) Advise the applicant that their application will remain active for consideration for one year, and
 - (4) Explain the selection procedure.
2. Resumes: Recruitment for certain classifications requires an applicant to submit a resume. However, all applicants must complete a standard City Application Form prior to any interview.
3. Status of Applications: Application forms are retained in an active file in the Human Resources Department for a period of three (3) months from the date of application. The current application file may be used as a recruitment and referral source. After the three (3) month period, applications are retained in an inactive file for an additional nine (9) months. This is a file set up to comply with federal regulations regarding the retention of applications. Applications may be renewed through an update of the information contained on the application form, or by re-dating the form, if the information is current.
4. Applications as Public Record: Wisconsin statutes require that we treat the following items as a public record: applications, recommendations and qualifications. However, the identity of an applicant to remain confidential is allowed, if the applicant makes such request in writing that we not provide access to this information. When an applicant becomes a finalist for a position, the identity may then be disclosed as required by law.
5. Processing of Job Applications by Human Resources: All applications are reviewed by the Human Resources Department to ensure that the applicant meets the minimum requirements established

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by the position description for that classification. Applicants that do not meet the requirements will not be allowed to proceed further in the employment process.

- a. Stamp date received, and
 - b. Detach the applicant information form from the application and record the Affirmative Action data.
 - c. Human Resources will inform applicants that references will be checked and will secure the required releases.
 - d. Applicants will be advised that following prescreening by Human Resources, qualified applicant forms will be forwarded to the appropriate department for review.
6. After recruitment has been closed, subsequent applications will not be accepted or referred. If the position is not filled and the department director requests more applications, the position must be re-opened in order to allow all interested individuals an opportunity to be considered.

J. Interviews, Testing and Final Selection

1. The Appointing Authority will review the prescreened applications in accordance with the City's Affirmative Action Plan.
2. The Appointing Authority will select those applicants desired for interview and will notify only these applicants of the date and time that their interview(s) is/are to be scheduled.
3. Either prior to or following these interviews, the appointing authority will inform Human Resources of the applicant(s) which is/are to have:
 - a. Pre-employment Testing: The evaluation of an individual's skills, knowledge and ability to successfully perform the essential function of the required work may require the administration of a pre-employment test(s). In order to ensure that such test(s) is/are work related and non-discriminatory, all such tests must be submitted to, approved and administered by the Human Resources Department.

Note: Certain tests are not administered by the Human Resources Department. These may include reference and background checks, credit checks, psychological testing, physical ability testing, knowledge tests developed and conducted by a consultant, and on-the-job performance tests done at the worksite.
 - b. Tests Formats: Tests may consist of various forms or combinations such as oral interview, written examination, application or resume review and ranking, and skill tests such as typing and shorthand.
 - c. Repeat of Skill Tests: Applicants failing a skill test, such as a keyboarding or shorthand, will not be re-tested, unless the applicant has subsequently completed additional documented training. These tests should not be considered practice sessions. An applicant may not be tested more than one (1) time for the same vacancy and not more than three (3) times in two (2) years. Each test will be given on separate occasions.
 - d. Notification of Test Results: All applicants will be notified of their test results. Applicants taking tests administered in accordance with Police and Fire Commission procedures will be notified in accordance with those rules and procedures.

- d. Post-Offer, Pre-Employment Physical Examinations (Policy G-4): Prior to beginning

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- e. employment, some City positions require passing a thorough medical examination. These examinations are only required for positions which include physical effort beyond levels encountered in a regular department environment, or as required by state or federal rule. The City pays for these examinations, and they are administered by a physician designated by the City. Should a question arise concerning an applicant's ability to perform the essential functions of a job, the applicant may be required to obtain further medical documentation.

This additional documentation will be at the applicant's cost.

- (1) Human Resources will schedule all appointments for physical examinations and notify the applicant.
 - (2) Human Resources will receive the results of all physical examinations and will approve the hiring action.
 - (3) Appointing Authority returns all original job applications to Human Resources where they will be placed in the active file.
4. Notification of Applicants: Appointing Authorities are encouraged to notify all candidates in writing regarding their decision in the selection process. The Appointing Authority will send a letter of confirmation advising the newly hired employee of:
- a. Date employment begins.
 - b. Where to report for work.
 - c. Hours of work.
 - d. Supervisor's name.
 - e. Starting hourly or biweekly salary.
 - f. Specific job requirements, (e.g., safety equipment, grooming and dress requirements, etc.).
5. Rejection of Applicants: The appointing authority should notify interviewees not selected and inform them of the basis for rejecting the applicant and that their applications will be kept in the active file for one year. As far as practicable, this should be done on a standardized letter. In certain situations, it may be necessary to notify all applicants of the decision, including those not interviewed.
6. Verification of Employment: Prior to extending an offer of employment, it is recommended that the Appointing Authority conduct a detailed reference check regarding the employment history of the final candidates.
7. Verification of Education: Certain positions have specific post high school educational requirements. After an individual is selected for one of these positions, the Human Resources Department will contact the individual to provide the City with proof of completion of those requirements. Continued employment with the City is dependent upon verification of the applicant's credentials.
8. Police and Fire Commission Procedures: Applicants for sworn law enforcement and fire service positions are recruited and selected in accordance with City of Waukesha Police and Fire Commission rules and regulations.

K. Final Processing

- 1. Human Resources shall establish a Human Resources file for all new employees, and they shall contain the following:

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- a. Human Resources Transaction Notice (PTN),
- b. the original job application,
- c. any test scores,
- d. reference checks,
- e. Copy of a confirmation letter, and
- f. any other required forms.

L. The Immigration Reform and Control, Act of 1986 (IRCA)

IRCA is a comprehensive federal law intended to reduce illegal immigration by removing employment opportunities for those who are in the United States illegally. Under this law, we may only hire citizens and aliens who are authorized by the Immigration and Naturalization Service to work in the United States.

To comply with this law, every applicant will be informed that, if offered employment, they will be required to attest, under penalty of perjury as to their employment eligibility, and produce an original document or documents which are genuine and legally acceptable to establish their identity and employment eligibility, as listed on the I-9 Form of the Immigration and Naturalization Service. No inquiries will be made regarding citizenship or national origin.

Exception: The verification requirements of IRCA do not apply to persons in continuous employment with the City of Waukesha since November 6, 1986 or earlier.

M. Orientation

Within the first week of employment, the new employee will report to the Human Resources Department for orientation. The purpose of this session is to introduce the employee to City rules, benefits and policy. The employee will complete all required Human Resources and payroll forms prior to the end of the second week of employment.

The employee's supervisor will continue orientation by introducing coworkers, explaining hours of work, reviewing job duties, initiating training, and explaining department and safety rules.

N. Payroll Processing

Following initial orientation, the Human Resources Department will process all documents required for payroll activation.

O. Management Recruitment Policy

1. If the City Administrator determines that executive recruitment services are not required, then the City Administrator shall place the item on the next Common Council agenda to provide his/her reasoning as to why an executive search firm is not required. The decision of the City Administrator to not employ the use of an executive search firm will stand unless a majority of the Common Council votes to require the use of an executive search firm to help with the selection of the most qualified candidate.
2. In 2015, the City budget to include \$35,000 specifically for the cost of recruiting the Director/Manager positions listed in Paragraph 4. If the budgeted dollars are not used in that year for the purpose of recruiting, that amount is to be identified for that express purpose at year end and carried over for the same purpose in the next and following years until such time as it is expended. If the budgeted dollars or a portion thereof are expended, that amount would then be replenished through the budget process for the following year.

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3. For filling vacancies for those Director/Manager positions listed in Paragraph 4, the City Administrator shall always post the vacancy internally as required by City policy. If non City employee candidates shall be considered, then the external posting policy shall be followed.
4. Director/Manager positions for which this policy applies includes:
 - a. Finance Director,
 - b. Information Technology Director,
 - c. Human Resources ~~Manager~~ Director,
 - d. Parks, Recreation and Forestry Director,
 - e. Community Development Director,
 - f. Director of Public Works, and
 - g. Cemetery ~~Manager~~ Director,
 - h. Clerk/Treasurer
5. The City Administrator, in cooperation with the Mayor and Human Resources Director Manager, (and search firm) shall conduct the initial interviews of applicants for the purpose of narrowing the field of applicants down to a group of finalists.
6. Finalists will be interviewed by an interview committee consisting of the City Administrator, Mayor, not less than two alderman and the Human Resources Director Manager. The City Administrator may at his/her discretion include others on the interview committee.
7. Except for those management positions whose appointments are otherwise specified by law and/or as listed in Chapter 2.01 of the Municipal Code, the City Administrator shall make the final decision of who to hire as the Director/Manager, subject to confirmation by the City Council. The City Administrator shall also provide at the same time to the Common Council a recommendation on the compensation package to be offered to the finalist. Any confirmation of the finalist by the Common Council shall also include the approved compensation package approval.

Adopted this _____ day of August, 2016.

Approved this _____ day of August, 2016.

Mayor

ATTEST:

City Clerk-Treasurer