

Policy B-2
Recruitment, Application, Selection of Applicants for Employment

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

Prior to the start 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.
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-positions for which this policy applies includes:
 - a. Finance Director,
 - b. Information Technology Director,
 - c. Human Resources Director,
 - d. Parks, Recreation and Forestry Director,
 - e. Community Development Director,
 - f. Director of Public Works, and
 - g. Cemetery Director.

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5. The City Administrator, in cooperation with the Mayor and Human Resources Director, (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. 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, 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.

P. Recruitment Retention

The City Administrator is authorized, when competitive reasons require, to offer the following benefits in addition to those ordinarily provided by City Policy:

1. Up to two (2) additional weeks of vacation
2. Up to ten (10) additional days of sick leave
3. Waiver of the thirty (30) day waiting period of health insurance coverage

No other benefits may be authorized by the City Administrator without the express permission of the Common Council.

Adopted this 2nd day of October, 2018.

Approved this 2nd day of October, 2018.