

# ***CITY PERSONNEL POLICY***

## **HIRING AND PROMOTION PROCEDURES**

Policy # 18-00

*Approved by Personnel Board: 8/26/99*

*Michele Frost, Personnel Director*

*Approved by City Council:4/4/00*

*Council President Paul Koneck*

Pursuant to the Omaha City Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy or forms referenced herein.

### **Full-time Employees**

The following shall be the procedures for filling full-time positions:

1. The hiring department must submit a Position Authorization Request (PAR) form to the Personnel Director for position(s) (classified) the hiring department desires to fill. A brief memo should also be attached which explains the need for the position, funding arrangements, justification for special qualifications, and other relevant information.
2. No position shall be filled until it is reviewed and approved by the hiring review process in place (i.e., the job bank). However, this review process is not applicable for City Clerk or City Council positions.
3. If a current eligibility list exists, the Employment Division of the Personnel Department will refer the names of candidates to the hiring department pursuant to procedures outlined in Chapter 23 of the Omaha Municipal Code.
4. If no current eligibility list exists, the Employment Division will prepare a posting. An exam will be developed and administered, and a new list created. Names will then be referred in the manner described in number 3 above.
5. The hiring department director or his/her designee is required to interview all individuals referred on the Candidates For Interview form (CFI). The questions asked during the interview must be related to the job, in order to assure the interview process is fair. The Personnel Department is available to assist in preparing interview questions and conducting interviews.

6. Every reasonable effort should be made to contact the applicants referred on the CFI. If a supervisor is unable to contact the applicant after repeated phone calls, a letter should be sent to the applicant's last known address, giving a deadline by which the individual is expected to respond. If no reply is received, a copy of this letter should be attached to the CFI when it is returned to the Personnel Department. A replacement name may then be requested. (See, City Personnel Policy: Replacement of Candidates Referred.)
7. After interviewing the applicants referred on the CFI, it is the hiring department's responsibility to make a selection. Notation must be made on the CFI, next to each name referred, to indicate whether the candidate was selected and, if not selected, indicating responses such as the following: declined; unable to contact; return to list; rejected (along with specific job-related reasons for rejection). The hiring supervisor should then return to the Personnel Department the CFI, which has been signed by the hiring director or supervisor, along with the notes which the supervisor took when checking the references of the applicant being selected.
8. The hiring department must inform the selected candidate of his/her conditional appointment to the position and advise the candidate to contact the Personnel Department to schedule pre-employment examinations and paperwork to complete the employment process. The hiring department should make it clear to the candidate that the appointment is conditional pending successful completion of all required pre-employment paperwork, criminal record checks and (if applicable) medical exams.
9. The Personnel Department will review all pre-employment information to determine whether the applicant has met these requirements. If there are any questions in this regard, additional documentation or examinations may be required.
10. The Personnel Department will inform the hiring department when the applicant has successfully completed all pre-employment requirements and advise the hiring department to prepare and process the proper Personnel Action Form (P-19). In order to coordinate with the Payroll Division, the hiring department should schedule all new employees to begin work at the start of an employment week (Sunday or Monday) unless prior approval is received by the Personnel Department. The selected applicant should not be scheduled to start work until approval of the starting date has been received from the Personnel Department.
11. The Personnel Department will ensure that the applicant fills out hiring papers and receives orientation. This will be scheduled to take place on a Monday at 8:30 a.m. in the Personnel Department. This may be scheduled to take place on the employee's first day on the job, or on any Monday before the applicant's start date.
12. The hiring department will also inform the unsuccessful candidates that they were not selected for the position. This notification will be in writing on a form provided by the Personnel Department. (See, Public Folders on the City's e-mail system.)
13. All or some of these procedures may be required for filling unclassified full-time positions.

## **Promotions and Candidates' Past Performance**

Directors and supervisors should consider an employee's past performance, or any other job-related factor, when evaluating an employee for a promotion. Consequently, a supervisor who is interviewing and evaluating a City employee for a promotion should contact the employee's current supervisor and inquire regarding his/her job performance. The supervisor should also review the employee's attendance record, including use of sick leave, injured on duty (IOD), and sick leave without pay and the circumstances surrounding such absences.

The recommended steps for considering an employee's use of sick leave, IOD, and sick leave without pay are as follows:

1. Whenever the Personnel Department refers a full-time employee for a promotion, the Personnel Department will provide information regarding the employee's use of sick leave, IOD, and sick leave without pay for:
  - a) the current year;
  - b) the previous two years.

If the sick leave usage appears to be excessive in the current or preceding years, the supervisor should question the employee and the previous supervisor regarding the reason(s) for the amount of leave or IOD used and the steps the employee has taken to correct the problem(s) if any. For assistance in making decisions regarding sick leave usage, the supervisor should contact the City Personnel Department Labor Relations Director. For assistance in making decisions regarding IOD, the supervisor should contact the City Personnel Department Benefits Manager.

2. This information should be considered, as well as other job-related factors, in deciding whether to select the employee for the promotion. If an employee has a legitimate explanation for the sick leave hours or other leave used, such as a pregnancy or surgery, the supervisor should not adversely consider the employee's sick leave use. If the supervisor is aware that the employee is currently receiving an accommodation under the Americans with Disabilities Act, or if there is a need to have an accommodation, the supervisor should contact the Personnel Department for direction, in accordance with the City's accommodation policy. (See, City Personnel Policy: Reasonable Accommodations in Employment.)

Supervisors must be consistent; i.e., a supervisor generally may not check one candidate's record and not check another candidate's record. An employee's use of sick leave, IOD, and/or sick leave without pay cannot be considered in any instance in which the contract between the City of Omaha and Local No. 251 or Chapter 23, Omaha City Code, does not allow discretion in the hiring decision (i.e., transfer or layoff). Please note that this policy refers to City procedures relating to hiring and promotion, and does not refer to transfers or lay-offs. Questions regarding the procedures to follow in these situations should be referred to the Labor Relations Director.

## **Review of Past Performance**

The recommended steps for considering a current employee's past performance are as follows:

The supervisor should contact the employee's current supervisor to inquire about his/her job performance. The supervisor may also wish to contact the employee's previous supervisors, if any. Examples of the types of questions to be asked include information regarding work performance (quality and quantity), attendance, tardiness, ability to get along with others, initiative, efforts toward job improvement, efforts to improve work processes, etc.

The supervisor may also contact the Personnel Department and make an appointment to review the employee's personnel file, including the performance evaluations and other documentation of performance contained in the file.

The hiring authority or his/her designee may consider supervisor's recommendations or comments, or any other work-related information that would assist the appointing authority in making the best selection.

## **Job Bank**

Hiring departments are expected to comply with any pre-hiring review and approval processes in place. However, this Job Bank review is not applicable for City Clerk or City Council positions.

## **Part-time and Seasonal Employees**

The procedures for hiring part-time and seasonal employees shall be the same as those for hiring full-time employees, with the exception of the following:

1. If possible, it is recommended that the hiring department director or his/her designee interview all individuals referred on the Candidates For Interview form (CFI). As with the questions asked in interviews for candidates for full time positions, the questions must be fair and job-related.
2. The hiring supervisor may be considering an applicant who has a current or past record of employment with the City. If the applicant has such an employment record, the supervisor should consider this information when making hiring decisions. In this situation, the procedures outlined for full time employees, for example recommending contacting previous supervisors, should also be followed.
3. Candidates for part-time and seasonal positions are generally not required to take examinations or be placed on eligibility lists. However, the Personnel Director may decide to administer examinations to candidates for certain positions that require proficiency in the operation of specific types of equipment, such as automotive equipment or computers.

4. Every effort should be made to have all pre-employment requirements met prior to the applicant starting work. Exceptions to this must be approved by the Personnel Director and hiring department.
5. Applicants hired for part-time and seasonal positions are not required to report to the Personnel Department to complete hiring papers at 8:30 on Monday morning, but may be scheduled to do so throughout the week, or at certain work locations.
6. Reference checking forms are mailed to previous employers and supervisors by the Personnel Department.