

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY14-24**

**A RESOLUTION OF THE CITY OF GUSTAVUS AMENDING THE POLICY AND PROCEDURE
FOR RECRUITMENT, SELECTION, AND HIRING OF REGULAR POSITION EMPLOYEES**

WHEREAS, the Gustavus City Council adopted a major revision of Title 3, Personnel, by Ordinance FY12-13 on April 12, 2012, and

WHEREAS, the Council adopted a Policy and Procedure for Regular Positions on June 13th, 2013, and

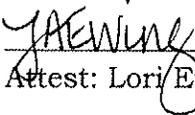
WHEREAS, there became a need to further clarify the procedure for the recruitment, selection and hiring of regular position employees, the City's obligations and the employee's rights and expectations, and now therefore be it

RESOLVED, the Gustavus City Council adopts this current Policy and Procedure for Recruitment, Selection, and Hiring of Regular Position Employees.

PASSED and **APPROVED** by the Gustavus City Council this 11th day of August, 2014.



Sandi Marchbanks, Mayor



Attest: Lori Ewing, City Clerk

**CITY OF GUSTAVUS
Policy and Procedure**

**Title: Policy and Procedure for Recruitment, Selection, and Hiring of Regular
Position Employees**

Policy

The purpose of this policy and procedure document is to establish recruitment, selection, and hiring procedures for regular-position employees of the City of Gustavus.

It is the policy of the City of Gustavus (CoG) to exercise a system of personnel administration based on merit and professional methods of recruitment, selection, employment, promotion, transfer, removal, and discipline, as outlined in CoG Title 3, Personnel.

Definition

A Regular Position is defined in CoG 3.01.02: A regular position is a full-time (40 hour per week, or 2,080 hours per year) or a part-time (less than 40 hours per week, or less than 2,080 hours per year) year-around position in which the employee generally works the same schedule every week. Actual work hours each week may vary with season or with workload. Employees holding regular positions may qualify for or access City of Gustavus benefit programs.

Procedure

1. Identify and justify the need for a Regular Position

- A. The vacancy of an existing regular position.

- B. Creation by act of the Council of a new position to carry out on a regular year-around basis the municipal services established by the Gustavus Municipal Code.

2. Position descriptions

A. Vacant Positions

The Mayor will review the current position description to determine whether it reflects the existing needs of the City prior to recruiting to fill that vacancy (CoG 3.04.02). Any changes to the position description will be submitted to the City Council for discussion and approval by motion.

B. New Positions

The Mayor or her/his designee will draft a position description for the new position following the same format established by existing position descriptions. The Mayor will review and refine the position description and submit it to the City Council for discussion and approval by motion. See CoG 3.04.02(d) for the elements that must be included in the position description.

3. Identify the funding source

If the position is a new one, or a vacated position is to be funded at a higher level, the City Council will discuss and appropriate funding for the position. New positions are generally funded during annual budget deliberations.

4. Selection Committee

The Mayor may, at his/her discretion or with Council direction, appoint a search committee to assist in the recruitment and selection process.

5. Regular Position Announcement

The Mayor, or her/his designee, will create a regular position announcement including elements per CoG 3.03.01(a) (3)(A) (B) (C). Duties and qualifications in the announcement must reflect the position description. The announcement will conclude, "The City of Gustavus is an Equal Opportunity Employer." The Mayor will review and approve the announcement and authorizes its publication, posting, and distribution. The Mayor will attach a copy of the complete position description, if possible. If newspaper or online listings prohibit the use of a complete position description, interested parties shall request an application and complete position description from the City Clerk.

6. Publicity

The Mayor will follow the procedure outlined in CoG 3.03.01 (a) (b), Position Vacancies and Publicity.

3.03.01 Position Vacancies and Publicity

(a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the Mayor, or the Mayor's designee, will publish or post notice of position vacancies as follows:

(1) Position vacancy announcements shall be posted in at least three public places within the City of Gustavus, to include the council chambers, for a minimum of ten days.

(2) At the Mayor's discretion, positions may also be advertised by using any, or any combination of, State or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.

(3) All position vacancy notices shall include at least the following:

(A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, and other pertinent information.

(B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.

(C) An equal opportunity statement.

(D) A statement that reasonable accommodation to facilitate the submission of an application is available on request.

(b) Publicity for all position vacancies shall be conducted for a sufficient period of time to insure reasonable opportunity for persons to apply and to be considered for employment. Position vacancies shall be formally announced for at least ten working days prior to the closing date for filing applications. The position may remain open until a qualified candidate is found.

7. Employment Application

Candidates may pick up a City of Gustavus Employment Application Form at City Hall, or request that it be sent by mail or as an electronic copy. Completed applications must be returned to the City Clerk by the deadline posted on the position announcement. The applicant will acknowledge that he/she has read and understood the position description.

8. Selection Criteria and Ranking

Prior to reviewing applications, the Mayor, and selection committee, if one has been established, will prepare selection criteria based on the posted position qualifications and position description and rank them according to their importance to the overall job. A committee member shall not be a relative, business associate, or close friend of an applicant.

In the case of an opening for City Clerk or Treasurer, selection criteria shall be developed by the City Council, prior to Council review of the applications.

9. Application Review

The Mayor/selection committee will review work history for applicability to the position the City wants to fill, noting the length of time in each position, gaps in employment dates, educational background, training, or certifications, if required. Applications that are incomplete or that do not meet minimum position requirements will be eliminated.

10. Interview Questions

The Mayor, and selection committee, if one has been established, shall prepare interview questions. Questions shall be limited to those addressing a candidate's knowledge, skills, abilities, and experience that are directly related to the duties and responsibilities of the position for which the candidate is applying. Questions shall be approved by the Mayor prior to scheduled interviews. Applicants will be asked identical job qualification-related questions.

Questions regarding an applicant's physical or mental disability are permissible only where (1) the applicant has voluntarily disclosed the existence of such a disability or the disability is readily apparent and, (2) inquiry is necessary to determine whether the applicant can perform the essential functions of the position. Inquiry into an applicant's disability is strictly limited to whether she or he can perform the essential functions of the position with or without accommodation.

Questions to be avoided during the hiring process are those concerning age, marital status, sexual orientation, family, race, religion, ancestry, and similar questions of a personal nature.

11. Reference Checks

The Mayor, and selection committee, if one has been established, shall be responsible for conducting reference checks of all finalists. Reference checks shall be limited to

inquiries directly related to the applicant's ability to carry out the duties of the position in accordance with duties and qualifications listed in the job announcement and criteria established for the interview process. Language used in the reference check shall be consistent for each candidate and approved in advance by the Mayor. Requests for references will only be made of those workplaces and individuals the applicant has provided on pp. 2 – 7 of the City of Gustavus Application Form unless a written waiver is obtained from the applicant to obtain information from other employers regarding job qualifications and performance.

If there is only one applicant and that applicant is well known to the selection committee or Mayor through previous employment with the City of Gustavus, this step may be omitted at the discretion of the Mayor.

In the case of the City Clerk or the City Treasurer, the applicant must be bondable per AS 29.20.380 and AS 29.20.390.

12. Employment of Successful Applicant

A. Appointment and Confirmation

The Mayor is the appointing authority and supervisor for all City of Gustavus positions, with the exception of the City Clerk and the City Treasurer and Municipal Attorney per AS 29.20.360 and CoG Municipal Code 2.50.010. The City Council will appoint the City Clerk, the City Treasurer, and the Municipal Attorney and will supervise their performance.

The Mayor will make an informal verbal offer to the first-choice candidate, indicating that the appointment must be confirmed by the Council, following which the offer and its conditions must be accepted in writing by the prospective employee. The Mayor will then recommend the appointment to the City Council, which will confirm the appointment by motion at the next General or Special Meeting. In the case of two strong finalists, the Mayor may recommend that the Council make the choice. The Council may wish to invite the candidates for an on-site interview.

B. Letter of Offer/Acceptance

The Mayor will write a Letter of Offer/Acceptance (see template, Appendix A) and the applicant will sign the letter, accepting the position and the terms of employment with the City of Gustavus.

The Letter of Offer/Acceptance will indicate the position title, position category (exempt/nonexempt; regular fulltime/regular part-time); monthly salary (exempt) or hourly wage (nonexempt); hours per week; workplace; benefits per CoG Benefits Policy, as amended; probation period per CoG 3.04.03. The Offer/Acceptance Letter will be accompanied by Title 3 and the CoG Benefits Policy, as amended, and will have spaces for the candidate's initials to acknowledge that they have received and read these documents.

C. Completion of Paperwork with City Clerk

The successful applicant will submit the signed Letter of Offer/Acceptance to the City Clerk and fill out appropriate forms (I-9, W-4, etc.) as required by law.

13. Notify Unsuccessful Applicants of Results of Selection Process

Unsuccessful applicants will be notified by the Mayor or her/his designee with a brief letter stating that the position was filled with the most qualified candidate and thanking the applicant for her/his interest in employment with the City of Gustavus.

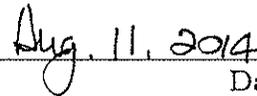
14. Introduction and Orientation

The Mayor will give the new employee a copy of Title 3, Personnel, and a copy of the City of Gustavus Benefits Policy, as amended. The Mayor will introduce the employee to the work place, and the Mayor or her/his designee will provide introductions to other staff, committee members, and other volunteers and will provide a work orientation. At the next meeting of the City Council, the Mayor will introduce the employee to members of the community.



Signed

Mayor of the City of Gustavus



Date

Regular Position Offer/Acceptance Letter Template

City of Gustavus Letterhead

Date

Name
Address

Dear X:

The City of Gustavus is pleased to offer you employment in the Nonexempt [or Exempt] Regular Full-Time [or Part-time] position of _____, effective (date). This offer is contingent upon our receipt of your signed acceptance of the appointment and its conditions within five working days.

The (position) is supervised by the Mayor (or other).

This is a forty-hour (or less for part-time) per week position, 8 am-5 pm, Monday through Friday (or other). [For an exempt position indicate normal hours and how accommodation will be made for longer hours on certain days.] The employee's work schedule may vary according to the needs of the City of Gustavus. Your wage will be \$____/hour. (Or, for exempt positions: Your salary will be \$____/month.) Your normal place of work will be _____. Your employment will be governed by Title 3 of the City of Gustavus Municipal Code, and City of Gustavus Benefits Policy, as amended. Copies of Title 3 and the current Benefits Policy are attached.

As a new employee you will be subject to a six-month probationary period. [OR- In consideration of previous work experience with the City of Gustavus, your probationary period will be reduced from six to X months.] Please note that employment with the City of Gustavus is "at will" and nothing herein is intended to preclude the City of Gustavus from, at its own discretion, electing to end employment.

Per the City of Gustavus Benefits Policy, adopted on May 4, 2012, upon satisfactory completion of the probationary period you may be eligible for the Health Insurance Premium Reimbursement program if you meet the conditions stipulated in Section 1. This reimbursement premium is not retroactive to the date of hire. Upon satisfactory completion of the probationary period you will be eligible for participation in the Deferred Compensation Program (Benefits Policy, Section II.) [FOR NONEXEMPT EMPLOYEES:] and you will receive an eight-hour day of paid holiday time on the holidays specified in the Benefits Policy, Section III. Paid Time Off (PTO) will accrue retroactive to the date of hire, if and when you satisfactorily complete the probationary period (Benefits Policy, Section IV.).

Date
[Applicant name]
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Welcome to the City of Gustavus work force! Please contact me if you have any questions regarding your work, Title 3, or the Benefits Policy.

With best wishes,

XXX
Mayor, City of Gustavus

Please affirm your receipt and formal acceptance of this offer letter by initialing the following and signing below. Please return to the City Clerk or Mayor within five working days.

_____ I have received, read, and understand the position description for this position. I understand that the list of duties and responsibilities in the position description are not exhaustive and may be reasonably modified at the discretion of the City of Gustavus.

_____ I have received and read City of Gustavus, Title 3, Personnel, as amended.

_____ I have received and read City of Gustavus Benefits Policy, as amended.

Signature of Employee

[Date]

One copy to employee, one copy for City of Gustavus personnel files.