



## ARTICLE IV RECRUITMENT AND EMPLOYMENT POLICY

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### I. **POLICY: Equal Employment Opportunity Policy**

It is the policy of the Town of Selma to foster, maintain, and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, marital status, veteran status, or genetic information. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

### II. **PURPOSE:**

It is a violation of Town policy to retaliate in any way against an employee who assists, participates in, or supports this policy, or anyone making a bona-fide complaint under this policy or who participates or assists in any EEOC, OSHA, or other internal or external processes protected by law.

### III. **PROVISIONS:**

The Human Resources Director and all personnel responsible for recruitment and employment will continue to review regularly the implementation of this Personnel Policy and relevant practices to assure that equal employment opportunity based on reasonable job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, disability, national origin, political affiliation, marital status, or genetic information. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

### IV. **RECRUITMENT, SELECTION AND APPOINTMENT**

#### Recruitment Sources

When position vacancies occur, the Human Resources Department shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites

within Town Buildings in order that qualified employees and other interested candidates may apply for vacant positions. Individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. Equally qualified internal applicants may be given first priority for the position. In rare situations, because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs upon approval of the Town Manager.

### Job Advertisements

When a vacancy occurs and the Department Head and the Human Resources Director believe that current employees are or may be qualified for the position(s), the job(s) will be posted internally. In the event that there are no qualified employees for the position, jobs will be advertised in local newspapers, professional publications, and other relevant publications in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

### Application for Employment

All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant. The Town accepts applications only for vacant advertised positions. Applications will be received by the Human Resources Director who will pre-screen applications for minimum qualifications.

### Application Reserve file

Applications shall be kept in an inactive reserve file for a period of two years, in accordance with Equal Employment Opportunity Commission guidelines.

### Selection

Department Heads, with the assistance of the Human Resources Director, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, experience, and qualifications required for the position, including criminal history. All selection devices administered by the Town shall be valid measures of job performance.

### References and Background Investigations

Before any commitment is made to an applicant, the Town will conduct reference checks regarding the employee's qualifications and work performance. In addition, physical examinations, drug screening and criminal background investigations, and driver's license check, may be performed. Convictions of a crime is not automatically disqualifying. The Town will consider the severity of the crime, degree to which the crime is related to the job for which the applicant is being considered, and length of time since the conviction to determine the degree to which there is a business necessity for choosing not to hire the applicant. The Town shall rescind any offer of employment to any applicant who refuses to (1) take a drug screen or physical exam, (2) has a positive drug screen, urinalysis or blood test and/or (3) if the physical exam indicates that the candidate is unable to perform the

essential functions of the position, and/or (4) unacceptable driver's license check and/or criminal history check results.

### Appointment

Before any commitment is made to an applicant either internal or external, the Department Head and the Human Resources Director shall make recommendations to the Town Manager with a recommendation of the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Town Manager shall approve or disapprove appointments and the starting salary for all applicants.

## **V. PROBATIONARY PERIOD**

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six (6) month probationary period, except that sworn police personnel shall serve a twelve-month probationary period. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. There are no automatic increases in salary for the employee at the end of a successfully completed probationary period.

Employees serving a probationary period are not eligible to apply for other positions within the Town until they have successfully completed the probationary period evaluation and six months as a full-time employee. If it is in the best interest of the Town, this time period may be waived by approval of the Town Manager.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six (6) additional months.

Disciplinary actions, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy. A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If not such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits such as the rights and benefits such as the right to use of the grievance procedures.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If not such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits.

## **VI. PROMOTION**

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities

for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be appointed to that position. The Town will balance three goals in the employment process:

- 1) The benefits to employees and the organization of promotion from within.
- 2) Providing equal employment opportunity and a diversified workforce to the community; and
- 3) Obtaining the best possible employee who will provide the most productivity in that position.

Therefore, except in rare situations where previous Town experience is essential (such as promotions to Police Sergeant), or exceptional qualifications of an internal candidate so indicate, the Town will conduct an open recruitment process and consider external and internal candidates rather than automatically promoting from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

## **VII. DEMOTION**

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. Demotion may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this Policy.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a demotion. A voluntary demotion is not a disciplinary action and is made without using the above-referenced disciplinary procedures.

## **VIII. TRANSFER**

Transfer is the movement of an employee from one position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the standard application process. A Department Head wishing to transfer an employee to a different department or classification shall make a recommendation through the Human Resources Director to the Town Manager with the consent of the receiving Department Head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. Notwithstanding the employee's right to file a

grievance, the Town reserves the right to transfer employees either temporarily or permanently when doing so will serve the Town's best interest.

An employee who has successfully completed a probationary period may be transferred into the same classification without serving another probationary period.

Policy adopted by Selma Town Council

Effective Date: August 10, 2021  
November 14, 2000  
Amended August 11, 2015

*As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.*