

Section 2: Employment

Policy #12: Recruitment & Selection

Effective Date: October 5, 2016

I. Purpose

To establish a policy for the recruitment and selection of Town employees.

II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

None

IV. Definitions

Internal Applicants – Town of Mooresville employees currently employed in any capacity (full-time, part-time, temporary or intermittent).

Qualified Applicant – An applicant who meets the minimum qualifications of the posted job description.

V. Legislation

Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, Title V.

VI. Policy

It shall be the policy of the Town to recruit and select qualified persons for positions in the Town service. Recruitment and selection shall be conducted in a manner which fosters open competition, provides equal employment opportunity, and prohibits discrimination because of any consideration made unlawful by applicable federal, state, or local laws.

VII. Provisions

A. Authorization

All position openings in all departments shall be subject to review and approval by the Town Manager. The Town Board of Commissioners shall give approval to

all positions through passage of the annual pay and classification plan and amendments thereto on an annual basis.

B. Recruitment

1. Vacancies

Upon determination by the Department Director that a budgeted vacancy exists and a need to fill such vacancy is warranted, the Department Director shall complete and submit a Position Requisition to the Human Resources Director for approval by the Town Manager. The Town Manager may request Human Resources to provide such information as would be needed in determining the proper classification and compensation of such position opening and to determine the economic impact of approving, or denying the request for the position opening.

There may be occasions when it is in the best interest of the Town to fill a position just prior to the time that the incumbent leaves (so that the incumbent may assist in training the new employee). All such circumstances shall be approved, in advance, by the Town Manager.

2. Determining Pay for Positions

Salary ranges for all regular full-time and part-time positions are established through a job evaluation process and studies of internal and external equity. When a new position is developed or an existing position has significantly changed in duties or responsibilities, the position will be evaluated based on technical and professional skills; management ability; ability to work with, influence, and motivate people; scope of problems faced; complexity of solutions; freedom to take actions; scope of responsibility; and impact on the Town. Salary is determined based on the position evaluation and internal and external equity. Salaries ranges are reviewed and established by the Town Board of Commissioners on an annual basis. Temporary and intermittent full-time and part-time salaries are based on the market and on comparable wages for similar regular full and part-time positions.

3. Methods of Recruitment

A variety of recruitment sources may be used to obtain qualified applicants to fill vacant positions. All job openings will be posted internally in Human Resources on a bulletin board. A variety of other recruitment sources and methods may include, but not be limited to:

- Publication in area newspapers;
- Provided to the Employment Security Commission;
- Posted announcement on the Town's website;

- Posted announcement on department bulletin boards; and
- Other sources and methods deemed necessary for a particular position.

4. Posted Announcements

All regular full-time and regular part-time employment opportunities will be posted internally for a minimum of five working days prior to external recruitment.

5. Postponement or Cancellation of Recruitment Process

In the event a sufficient number of qualified applicants have not made application for the vacant position, the Department Director, after consultation with the Human Resources Director, may extend the closing date and/or re-advertise the position, postponing the screening process. The Town reserves the right to cancel any screening process at any time.

6. Application Process

- Individuals applying for any position or job must complete the appropriate employment application. Resumes will not be accepted in lieu of an application
- Current employees applying for a vacant position that has been posted or advertised must complete the application form appropriate to the vacant position.
- Applications will be accepted only when a vacancy exists and the application must state the specific position for which the applicant is applying.
- Applications for “any” or “any open” position will not be accepted.
- Applications will be kept in an active file for a period of not less than sixty (60) days.
- Following sixty (60) days in an active file, applications will be kept in an inactive reserve file for a total period of 1 year

7. Re-employment

Former employees with a satisfactory service record may be considered for re-employment for any position. Former employees will be considered as applicants from outside the organization. Any accrued rights, privileges, or benefits are canceled when an employee separates from the Town; and upon re-employment, they are not reinstated. Any employee who is separated because of a reduction in force may be reinstated within one year of the date of separation, upon recommendation of the Department Director and upon approval of the Town Manager. An employee who is reinstated in this manner shall be credited with his or her previously accrued sick leave.

8. Dual Employment

Subject to approval by the Town Manager, any regular full-time or part-time employee of the Town may simultaneously hold a temporary position with the Town if the other position is in a different department, distinctly different program area and clearly different job duties and responsibilities from that of the regular position. The work of the temporary position must also be performed on an occasional or sporadic basis as identified in the Fair Labor Standards Act regulations. The work of the regular full-time or part-time position shall take precedence over the temporary position and the work of the temporary position will not count towards the calculation of overtime for pay or time off.

C. Selection

1. Applicant Selection

Application for a vacant position must be submitted to the Town of Mooresville's Human Resources Department by the close of the business day on the published closing date. An initial screening will be done to determine whether the applicant's qualifications meet the basic requirements for the position. The selection process may consist of one or more of any combination of the following methods: ability tests, achievement tests, performance tests, ratings of training and experience, interviews, evaluation of daily work performance, physical ability tests, work samples and/or other acceptable selection techniques. Any method chosen shall evaluate only those criteria necessary to perform adequately in the position.

- Interviews

- Every interview conducted with an applicant is required to have at a minimum of three (3) panel members as determined by the hiring manager, with at least one person being from outside of the hiring department.
- Every interview will have a standard set of questions to be asked to each candidate with a rating system in place prior to conducting the interviews.

2. Employment Of Relatives

Applications for employment received from individuals who have immediate family members currently employed by the Town will be given the same consideration as other applicants for the same position and will not be given preferential consideration. It is the policy of the Town not to hire a person for a position in which a supervisory or management relationship would exist with an immediate family member. Any employee whose family member applies for a position with the town is

prohibited from participating in the hiring process of such family member, even if their position ordinarily requires their participation. Immediate family members of the Town Manager will not be hired for any type of employment within any department in the Town.

D. Selection of Final Candidates

1. General Provision

Individuals will be selected who most closely meet all the position requirements and the needs of the Town.

2. Qualified Internal Applicants Not Selected

The hiring manager for each position is required to meet with any qualified internal applicant not selected for the open position to explain the reason why such applicant was not selected. In this meeting, the hiring manager shall provide open and honest feedback on why the candidate was not hired. Hiring managers are encouraged to offer suggestions on how the applicant may be more competitive when future job opportunities become available.

3. Medical Exam

As part of the Town's employment procedures, all persons are required to take and pass a post-conditional offer, pre-employment medical examination. A candidate will be eligible for employment only after satisfactory completion of the examination and determination by the examining physician selected by the Town that the candidate can perform the essential functions of the position offered, with or without reasonable accommodations. All costs associated with medical exams are the responsibility of the Town. All results of these exams are the exclusive property of the Town and are considered confidential.

Successful completion of the medical exam alone does not guarantee that a final offer of employment will be made.

4. Drug Testing

For all positions of employment with the Town, final candidates will be required to undergo a post-conditional offer, pre-employment drug test and may be required to undergo an alcohol test as part of the hiring process. Before a drug or alcohol test is administered, final candidates must sign a consent form authorizing the test and permitting release of test results to those Town officials with a need to know. All minors must have a release signed by a parent or guardian. Any job applicant who refuses to submit to, or tampers with, a post-conditional offer drug or alcohol test will be denied employment with the Town. Employees who are being transferred, promoted, or demoted into a new position will be

required to submit to a drug test. All information from an applicant's or employee's drug or alcohol test is confidential and subject only to the disclosure provisions described in this policy.

Final candidates subject to drug or alcohol testing will be denied employment with the Town if a positive test result is reported in accordance with the drug and alcohol-testing procedures as set out in this Policy. The Town will pay the expense of the Town-required drug and alcohol tests.

5. Driving Record

For positions that require driving, an individual's driving record will be a factor in consideration for employment.

6. Appointment

Applicants for Department Director level positions and above shall be appointed by the Town Manager. Applicants for all regular, temporary, and intermittent full and part-time positions are appointed by the Town Manager upon recommendation by the Department Director.

E. Employment Status

The Town has established the following types of employment status:

1. Regular Full-Time - Regular full-time employees are those who are regularly scheduled to work 37.5 hours or more per week. After completion of required eligibility periods, they are entitled to all applicable Town benefits.
2. Regular Part-Time - Regular part-time employees are those who are regularly scheduled to work less than 37.5 hours per week. After completion of required eligibility periods, regular part-time employees working 20 or more hours per week are entitled to receive certain applicable Town benefits. Employees who are scheduled to work less than 20 hours per week are not eligible to receive any Town benefits.
3. Temporary - Temporary employees are those hired for a specific task or project not to exceed a defined period of time; usually nine months to one year. Temporary employees are not eligible to receive Town benefits.
4. Intermittent - Intermittent employees are those who do not work a regular set schedule, work on an as needed basis and are not eligible to receive any Town benefits.

F. Documentation

Individuals may not be placed on the payroll until they have completed and signed all appropriate personnel forms.

1. Individuals must complete Form NC-4 and Form W-4, Employee's Withholding Allowance Certificate.
2. Individuals must meet the requirements, furnish appropriate documentation, and complete Form I-9, Employment Eligibility Verification, as required by the U.S. Department of Justice, Immigration and Naturalization Service.
3. Individuals must complete other forms and documents necessary for Employment, including an authorization for direct deposit.
4. An Employee Action Form must be completed by the hiring department stating the position, effective date, salary amount, and other relevant information. It must be approved by the Department Director, Human Resources Director, and the Town Manager.

VIII. Authorization

Approved by:

Erskine Smith
Town Manager

October 5, 2016
Date