

City of Sterling Personnel Policies

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CHAPTER 3

RECRUITMENT AND SELECTION

The City of Sterling emphasizes recruitment as an on-going strategic process to develop, promote, hire and retain the most qualified and best-matched applicants and/or employees who have the skills, abilities and experience to perform the duties that fit the needs and demands of the organization. In general, all entry-level job openings are advertised externally, while upward mobility opportunities may be posted internally for a minimum of three to five working days before beginning an external search. However, the City reserves its discretionary right to forego vacant position posting at any time and to place qualified current employees into open positions when deemed in the best interest of the organization.

The City accepts applications for employment without regard to race/color, age, religion, national origin, gender, sexual orientation, military status, marital status or disability and bases appointments on merit, training, experience, and other qualifications applied to all applicants and in accordance with the principles of Equal Opportunity Employment.

SECTION 1 - ANNOUNCEMENT OF VACANT POSITIONS

When vacancies occur, job announcements are developed by the Human Resource Department and may be distributed externally via US mail, the City website, local newspapers, professional publications, internally through departmental postings, and/or such other means or sources as the Human Resource Director deems advisable. The announcements shall specify the title, qualification requirements, closing date for acceptance of applications, and other pertinent information deemed necessary. All advertisements shall include the following: "The City of Sterling is an Equal Opportunity Employer", or "EOE" (Equal Opportunity Employer).

SECTION 2 - APPLICATION FORMS

Candidates must complete and submit one application for each position(s) for which they are requesting employment consideration. Applications are accepted online through Neogov website. Such forms shall require information covering training, experience and other pertinent information. The City of Sterling relies upon the accuracy of information contained in the employment application as well as the accuracy of other data on other required forms presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

SECTION 3 - EMPLOYMENT REQUIREMENTS

All positions shall be open only to persons who meet the desirable and/or necessary requirements as listed in the position descriptions. Additional requirements may include but shall not be limited to the following factors: knowledge, skills, abilities, education, training and

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experience. An applicant, at the time of hire, will be required to produce documentation which establishes their right to work in the United States as specified by the I-9 Form of the Immigration and Naturalization Service.

Applicants may be required to pass successfully a physical examination and other tests for certain positions when deemed necessary by the City Manager.

SECITON 4 - NEPOTISM

The City's policy regarding hiring or discharging an employee due to marriage or pending marriage is found in 24-34-402 C.R.S., as amended. The City may discharge an employee or refuse to hire a person under the following circumstances where:

- (a) The employee would directly or indirectly exercise supervisory, appointment, or dismissal authority or disciplinary action over that employee's immediate family member.
- (b) The employee would audit, verify, receive, or be entrusted with monies received or handled by the employee's immediate family member; or
- (c) The employee's immediate family member would have access to the employer's confidential information, including payroll and personnel records.

For this policy an employee's immediate family members whether by birth, marriage, fosterage or adoptive are defined by the City as including the spouse, children, father, mother, brother, sister, grandmother, grandfather, or any other close relative (such as but not limited to aunt, uncle, niece or nephew) who is residing in the same household as the employee.

SECTION 5 - RESIDENCY REQUIREMENTS

No residency requirements are in effect regarding City employees; however, employees are responsible for being available for work as required by their department, and may face disciplinary action if they do not report to work at the assigned time and place. The location of an employee's established residence may, if outside a three (3) mile radius from any point on the established City limits, disqualify an employee from the benefit of a take home vehicle as presented in **Chapter 12, Section 10** of this manual.

SECTION 6 - REJECTION OF APPLICATIONS

Employment applications may be rejected during the selection process from any applicant:

- Whose application clearly indicates that minimum qualifications required are not fulfilled;
- Whose application is incomplete or lacking pertinent information;
- Whose application is not written on the prescribed form; or
- Whose previous City employment has resulted in resignation or dismissal with a negative rehire status; or
- Who has practiced or attempted fraud, deception, or misrepresentation in any statement of fact in the application process.

SECTION 7 - SELECTION PROCESS FOR INITIAL PLACEMENT

1) Nature of the Selection Process: The techniques used in a selection process shall be impartial, of a practical nature and shall relate to those subjects which, in the opinion of the Human Resource Director, measure the relative capacities of the persons evaluated to execute

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the duties and responsibilities of the position to which they seek to be appointed in the unclassified service. The selection process shall consist of selection techniques which are designed to evaluate the qualification of candidates such as , but not necessarily limited to, achievement and aptitude tests, job simulators, other written tests, personal interviews, performance test, physical agility test, evaluation of education, training, experience, and work history or any combination of these or other tests.

2) Continuous Examination: Open-competitive examinations may be administered periodically for a single class as the needs of the service require. Names shall be placed on employment lists, and shall remain on such lists for a time not to exceed six (6) months.

3) Conduct of Examination: The City may contract with any competent agency or individual for the preparing and/or administering of any part of the examinations. In the absence of such a contract, the Human Resource Director shall see that such duties are performed. The Human Resource Director shall have broad discretion in determining the time, place, and manner of conduction of the examinations including the authority to have examinations conducted outside the City, if necessary.

4) Scoring Examinations and Qualifying Scores: A candidate's score in a given examination may be determined by the weighted average of their scores on each competitive examination element of the selection process. Failure in one part of the examination may be grounds for declaring an applicant as failing in the entire examination or disqualification from further participation in the selection or promotional process. The Human Resource Director may, at his/her discretion, include as part of the examination, tests which are qualifying only.

5) Examination Scores and Review of Test Papers: Each candidate completing a written examination may inspect his own written examination papers within ten working days of the examination results. Results of the examination are available for candidate inspection by appointment during normal business hours. Any error in computation of scores, if called to the attention of the Human Resource Director within this period, shall be corrected.

6) Veterans' preference as defined in **Section 3-9** of this chapter shall be applied to the composite score (with the exclusion of any portion of the selection process which is a pass/fail qualifier) of all qualified applicants for the purpose of rank ordering applicants who are seeking an initial appointment in the Classified Service of the City of Sterling.

SECTION 8 - PROMOTIONAL PROCESS

A) Promotional Process in the Unclassified Service

Promotional examinations may be conducted whenever, in the opinion of the Human Resource Director, the needs of the service require said examinations. Only employees who meet the requirements set forth in the promotional examination announcements may compete in the promotional examinations.

1) Nature of the Promotional Process: The techniques used in a promotional process shall be impartial, of a practical nature and shall relate to those subjects which, in the opinion of the Human Resource Director, measure the relative capacities of the persons evaluated to execute the duties and responsibilities of the position to which they seek to be appointed in the unclassified service. The promotional process shall consist of selection techniques which are

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designed to evaluate the qualification of candidates such as , but not necessarily limited to, achievement and aptitude tests, job simulators, other written tests, personal interviews, performance test, physical agility test, evaluation of education, training, experience, and work history or any combination of these or other tests.

2) Conduct of Examination: The City may contract with any competent agency or individual for the preparing and/or administering of any part of the examinations. In the absence of such a contract, the Human Resource Director shall see that such duties are performed. The Human Resource Director shall have broad discretion in determining the time, place, and manner of conduction of the examinations including the authority to have examinations conducted outside the City, if necessary.

3) Scoring Examinations and Qualifying Scores: A candidate's score in a given examination may be determined by the weighted average of their scores on each examination element of the selection process. Failure in one part of the examination may be grounds for declaring an applicant as failing in the entire examination or disqualification from further participation in the promotional process. The Human Resource Director may, at his/her discretion, include as part of the examination, tests which are qualifying only.

4) Examination Scores and Review of Test Papers: Each candidate completing a written examination may inspect his own written examination papers within ten working days of the examination results. Results of the examination are available for candidate inspection by appointment during normal business hours. Any error in computation of scores, if called to the attention of the Human Resource Director within this period, shall be corrected.

B) Promotional Process in the Classified Service:

The City of Sterling Human Resources Department as specified in the Sterling City Code is the evaluating entity for classified promotions.

1) Promotional Examinations: Promotional examinations are conducted when the appropriate requisition is made upon the Human Resources Department by persons having the power to promote in the classified service. Only employees who meet the requirements set forth in the promotional examination announcements may compete in the promotional examinations. The Human Resources Department shall conduct the competitive promotional process and evaluate the suitability of applicants for promotion. The applicants shall be evaluated using job related criteria as established by the City Manager or the City Manager's designee with passing scores established by the same. The Human Resources Department shall enroll successful candidates on a promotional eligibility list ordered by scores achieved in the elements of the promotional process. From the same promotional eligibility list, a certified list of candidates shall be submitted to the promoting authority for further use in determining their promotional feasibility. The number of candidates so certified shall exceed by two (2) the number of positions to be filled, provided the applicant pool is of sufficient size. The promotional eligibility list is valid for twelve (12) months from its creation with provisions for extension of the duration of the list an additional six (6) months if so requested by the promoting authority.

2) Scoring Examinations and Qualifying Scores: A candidate's score in a given examination may be determined by the weighted average of their scores on each examination element of the selection process. Failure in one part of the examination may be grounds for declaring an applicant as failing in the entire examination or disqualification from further

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participation in the promotional process. The City Manager or their designee may, at his/her discretion, include as part of the examination, tests which are qualifying only.

3) Examination Scores and Review of Test Papers: Each candidate completing a written examination may inspect his own written examination papers within ten working days of the examination results. Results of the examination are available for candidate inspection by appointment during normal business hours. Any error in computation of scores, if called to the attention of the Human Resource Director within this period, shall be corrected.

SECTION 9 - VETERANS' PREFERENCE

The passing grade on each competitive examination shall be the same for each candidate for appointment or employment. Under **Article XII, Section 15** of the Constitution of the State of Colorado, a veterans' preference shall be granted as follows:

(a) In General

- (1) Five points shall be added to the passing grade of each candidate on each such examination, except any promotional examination, who is separated under honorable conditions and who, other than for training purposes, (i) served in any branch of the armed forces of the United States during any period of any declared war or any undeclared war or other armed hostilities against an armed foreign enemy, or (ii) served on active duty in any such branch in any campaign or expedition for which a campaign badge is authorized.
- (2) Ten points shall be added to the passing grade of any candidate of each such examination, except any promotional examination, who has so served, other than for training purposes, and who, because of disability incurred in the line of duty, is receiving monetary compensation or disability retired benefits by reason of public laws administration by the Department of Defense or the Veterans Administration, or any successor thereto.
- (3) Five points shall be added to the passing grade of any candidate of each such examination, except any promotional examination, who is the un-remarried widow of any person who was or would have been entitled to additional points under paragraph (1) or (2) of this subsection, or of any person who dies during such services or as a result of service-connected cause while on active duty in any such branch, other than for training purposes.
- (4) No more than a total of ten points shall be added to the passing grade of any such candidate pursuant to this subsection (a).

(b) Certification - The certificate of the Department of Defense or of the Veterans Administration, or any successor thereto, shall be conclusive proof of service under honorable conditions or disability or death incurred in the line of duty during such service.

(c) Reduction-in-Force

- (1) When a reduction in the work force becomes necessary because of lack of work or curtailment of funds, employees not eligible for added points under subsection (a) of this section shall be separated before those so entitled who have the same or more

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service in the employment of the City, counting both military service for which such points are added and such employment with the City.

- (2) In the case of such a person eligible for added points who has completed twenty or more years of active military service, no military service shall be counted in determining length of service in respect to such retention rights. In the case of such a person who has completed less than twenty years of such military service, no more than ten years of service under subsection (a) (1) shall be counted in determining such length of service for such retention rights.
- (d) Implementation - The City of Sterling shall implement the provisions of this section to assure that all persons entitled to added points and preference in examinations and retention shall enjoy their full privileges and rights granted by this section.
- (e) Promotional Examinations - Any examination which is a promotional examination, but which is also open to persons other than employees for whom such appointment would be a promotion, shall be considered a promotional examination for the purposes of this section.
- (f) Limitation- Any other provision of this section to the contrary notwithstanding, no person shall be entitled to the addition of points under this section for more than one competitive appointment with the City.