



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR № 10-07

Subject: *Policy for Recruiting, Hiring, and Managing New Employees*

**Effective Date: June 28, 2010
Revision Date: May 21, 2015
Revision Date: August 1, 2017**

1. **Scope.** This policy applies to all Town Employees.
2. **Purpose.** To establish principles regarding the process of recruiting, hiring, and managing new employees.
3. **Recruitment.** All Recruiting efforts for a permanent position shall be carried out in a timely manner and shall be tailored to the various jobs to be filled. Recruiting publicity shall be carried out through all appropriate state-wide (national for Town Manager) media for a reasonable period of time to assure sufficient opportunity for the appropriate segment of the labor market to apply and be considered for employment on the basis of abilities and potential. The appropriate labor market shall be determined on the basis of the job to attract an adequate number of candidates. Such publication shall indicate that the Town of Dewey-Humboldt is an equal opportunity employer. No travel expenses will be paid for applicants attending interviews other than for a Town manager vacancy, unless permitted by the Town Council when a position has very difficult to fill (e.g., with fewer than 5 applicants) at the request made by the Town Manager.
4. **Application Process.** All applicants for Town employment shall submit a resume to the Town and a Town employment application form. The resume shall include complete information relating to experience, training, and other necessary qualification information (based on the Job Description). Applications will not be accepted unless a position has been posted.
 - 4.1. Inclusion of false information or exclusion of relevant and complete information in a resume or the application form may be reason for disqualification or dismissal at any time (including after employment).
 - 4.2. Resumes and application forms, when submitted, shall become the property of the Town of Dewey-Humboldt and shall not be returned.
 - 4.3. The Town may require that certain positions meet specific standards and/or special experience and training necessary for these positions.
 - 4.4. The Town Manager and designated staff shall review the applications and may reject any resume which indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applications shall be rejected if the applicant has made any misstatement or has practiced any deception or fraud in his or her application materials.
 - 4.5. Original resumes and application forms will be accepted for submittal by the advertised deadline for all positions. Electronic transmissions are acceptable. Any applications received by the Town after the deadline date and time will not be processed for consideration.
5. **Employment Eligibility & Appointments.** All vacancies in the Town of Dewey-Humboldt shall be filled by one of the following methods: appointment from layoff lists of same or similar position and if qualified; appointment from departmental promotional lists; appointment from reinstatement lists; or appointment from open competition.
 - 5.1. The Town Manager or appropriate department head shall conduct the interviews deemed necessary for the position to be filled. A written recommendation will be sent to the Town Manager. The appointment shall be made by the Town Manager.

5.2. Temporary employees that are required to fill positions for employees on vacation or sick leave shall be filled by the Town Manager upon receipt of a written request.

6. **Background Screening.** The Town shall condition offers of employment on a review of the candidate's criminal history record and the results of other background screenings as appropriate, including drug screening, physical examination and driving record if applicable.

6.1. **Criminal History Check.** A criminal history check will be obtained on all persons working (or candidates to whom the Town extends a conditional offer of employment) in any capacity at the Town.

6.1.1. The Town may require candidates to submit their fingerprints on a fingerprint card for the purpose of obtaining a state and federal criminal records check pursuant to A.R.S. § 41-1750. In addition, Human Resource will make an inquiry on each candidate using a secure electronic background screening service to obtain information on any outstanding misdemeanor and felony warrants and any criminal history.

6.1.2. The Town may request a local records check by contacting local law enforcement or judicial agencies where candidates have previously resided, worked, or attended school within the last five years to reveal any criminal records.

6.1.3. The Town may refuse to hire, or may review and terminate any employee who has been convicted of any criminal offense.

6.1.4. All criminal history records are confidential. Human Resources shall make the criminal history information available to the hiring authority or the Town Attorney only as may be necessary to reach a determination concerning the acceptability and fitness of the candidate for Town employment.

6.1.5. Those individuals who are permitted access to the criminal history information shall not confirm the existence or nonexistence of criminal history record information and shall not divulge the information to anyone else.

6.1.6. The Town shall not seek a criminal history record for candidates under the age of eighteen (18) years; however, a driver's license check will be obtained.

6.1.7. The Town need not obtain a criminal history record check for temporary workers if the position excludes public interaction and working with Town resources.

6.2. **Drug Screen.** A drug and alcohol screening will be required of all candidates to whom a conditional offer of employment is extended. Any positive result or failure to obtain the screening within 24 business hours of the offer will disqualify the individual and the conditional offer of employment will be revoked.

6.3. **Physical Exam.** A physical examination may be required for all candidates working in non-sedentary positions to whom a conditional offer of employment is made. The examination should be completed within 10 days of employment unless there is a compelling reason that delays the exam. The inability of the person to meet the minimum essential functions of the position with or without reasonable accommodations will be reason to revoke the conditional offer of employment.

7. **Probationary Period.**

7.1. Original and promotional appointments of employees shall be tentative and subject to a twelve (12) month probationary period. Upon successful completion of a probationary period, a classified

employee shall be granted full-time or part-time status in the position in which the probationary period was served. Town reserves the right to extend the initial probation period if necessary.

7.2. The probationary period is an opportunity for supervisors to closely monitor an employee's attendance, safety and work performance. The appropriate department head, with Town Manager approval, may dismiss the probationary employee at any time during the probation.

7.3. Employee dismissals during the probationary or training period shall not be subject to review or appeal.

7.4. An employee released during the probationary period from a position to which he or she has been promoted may be returned to the classification in which he or she had regular status, provided a vacancy in that classification exists. Should no vacancy exist at the time, the individual shall be placed on the appropriate re-employment list.

7.5. Each probationary employee shall receive a formal written evaluation by his or her supervisor at the end of his or her sixth, and twelfth month of employment in the current position.

7.6. After the probationary period, the normal rating period shall be every twelve (12) months.

7.7. Additional performance evaluations may be required upon request of the Town Manager or the appropriate department head.

8. **Reinstatement, Re-employment.** Former full-time employees with less than a six (6) month break in service may be reinstated at the request of the department head and upon approval of the Town Manager. Other former employees, except those on the re-employment lists, will be treated in the same manner as all other applicants and subject to all normal selection processes.

9. **Definitions/Glossary.**

9.1. *Resume* is defined as a written account of personal, educational, and professional qualifications and experience.

TOWN MANAGER APPROVAL	Initial: _____
Notes: _____	