



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

ARTICLE III RECRUITMENT, CERTIFICATION AND EMPLOYMENT

- 3.1 Recruitment** - The Director of Human Resources or designee is responsible for the oversight of all aspects of the recruitment and the certification process, except those aspects delegated by him or her to the Department Head or designee. The Director of Human Resources or designee shall investigate and audit the practices of the agency to ensure compliance with the Personnel Policies. The Director of Human Resources or designee will offer training as necessary on laws, regulations and best practices for the recruitment process.
- 3.2 Types of Recruitment** - The City primarily uses three (3) types of recruitment:
- (1) Closed - Restricted to City employees. Closed recruitment permits only City employees (Including classified, unclassified, permanent, temporary, provisional, or grant-funded) to apply for the vacancy. Individuals serving under personal service contracts or temporary agencies are not eligible to apply unless approved by the Director of Human Resources or designee.
 - (2) Closed to Department - Restricted to employees in one department, bureau or division. This is appropriate when the Department Head or designee reasonably believes that only employees in one department, bureau or division possess the particular knowledge or skills needed to fill the position. Individuals serving under personal service contracts or temporary agencies are not eligible to apply unless approved by the Director of Human Resources or designee.
- Prior to utilizing this recruitment method the restricted department, bureau, or division is required to identify employees who meet the minimum qualification for the position within the respective area.
- (3) Open - Recruitment that is advertised publicly and for which any person, whether or not currently employed by the City, is eligible to apply. Recruitment may be either restricted to a definite period of time or continue indefinitely.
- 3.3 Position Announcement** - Notice of recruitment for vacancies in all positions in the classified service shall be given by posting announcements in the Department of Human Resources, on the City of Petersburg Website and in such other appropriate places. Each advertisement and posting shall include the minimum qualifications required and the time, place, and manner for making application; and include the City's Equal Opportunity Policy.
- 3.4 Applications** - All applications for employment to a position in the classified service shall be made in a manner prescribed by the Director of Human Resources or designee and received by the closing date provided in the position announcement.
- 3.5 Basic Requirements (Note: this list is not all-Inclusive)** - To be considered for employment, reinstatement, demotion, transfer, interim status or promotion, an applicant shall:
- (1) Be able to provide proof that he or she meets the minimum qualifications and any additional requirements specific to the position;
 - (2) Be a citizen of the United States or have obtained a permanent visa for residence in the United States;
 - (3) Be physically and mentally able to perform the duties of the class, with reasonable accommodations if necessary.
 - (4) Meet the requirements stated in the Substance Abuse policy;
 - (5) Not have made a false statement of any material fact or have attempted to practice deception or fraud in his or her application;



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- (6) Not have used or attempted to have used political pressure or bribery to secure an advantage in the selection process;
- (7) Not have been found cheating in any way in the selection process;
- (8) Not have established an unsatisfactory employment or personnel record of such a nature as to demonstrate unsuitability for the position.

- 3.6 Background Investigations** - Background investigations may be conducted to include criminal records, driving records, and any other such data as allowed by law. Criminal conviction records shall be considered only as one aspect of the total assessment process except when the position, because of the nature of the work to be performed, or as required by law, must be limited to persons who have no past criminal records or have not been convicted of any related crime.
- 3.7 Applicant Screening and Review (Examinations)** - Applicants for certain positions in the classified service may be subject to examination unless otherwise provided in these Policies. Other applicants may be subject to examination at the discretion of the Department Head or designee unless otherwise provided in these Policies. Examinations may include, but are not limited to, written, oral, physical, performance tests or any combination of tests, and shall take into consideration education, experience (to include acting in a position experience) and such other factors as may be reasonably inferred as appropriate under these Policies. Any and all examinations must comply with Federal and State law.
- 3.8 Applicant Screening Eligibility for Examination** – The Department of Human Resources or its designee, shall conduct an applicant review process for any person providing an application and meeting the basic requirements for the position sought. In the event a sufficient number of qualified applicants have not applied for a particular position, or for other reasons deemed proper, the Department of Human Resources or its designee may postpone or extend the last day on which applicants may apply or may discontinue recruitment.
- 3.9 Examination Results** – The results of all examinations shall be used in determining (1) which of the applicants are qualified for the position and (2) the order in which the applicants shall be placed on the appropriate eligible list. Names on the eligible list will be certified pursuant to these Policies.
- 3.10 Establishment of Eligibility Lists** - The Department of Human Resources shall establish and maintain eligible lists for each specific position except as otherwise provided by these Policies. Candidates who are ranked highest on the eligible list will be certified for interviews. Selections will be based on the most qualified candidates. Documentation supporting the selection criteria shall be maintained by the Department of Human Resources.
- 3.11 Veteran's Preference** - Any person who has served in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States for more than 180 consecutive active duty days and has been honorably discharged there from, shall be entitled to have added to his or her evaluation for original appointment in the classified service, ten points on a scale of one hundred if he is eligible for disability compensation or pension from the United States through the Veterans' Administration; or five points on a scale of one hundred if he is not so eligible, provided that he is otherwise qualified and attains the minimum score required to pass such evaluation without added points. Preference is awarded only at the time of initial employment with the City and is not available for reinstatement, transfer or promotional opportunities.
- 3.12 Removal of Names from Eligibility Lists** - With proper cause, the Director of Human Resources or designee may determine a need for the removal of the name of an applicant from the eligible lists, including but not limited to the following:
- (1) The applicant has waived an interview; or
 - (2) The Department Head or designee interviewed the applicant for the current recruitment and provided appropriate and sufficient written justification for such removal; or
 - (3) The applicant requests removal of name in writing.



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- 3.13 Duration of Eligibility Lists** - Eligible lists are effective for 180 calendar days after they are created, unless otherwise stated in these Policies. The Director of Human Resources or designee may extend, not to exceed two (2) years, or abolish such list at any time based within his or her discretion.
- 3.14 Names to be Certified** – The Department of Human Resources shall certify to the Department Head or designee names from the eligible list in the following manner:
- (1) The Department of Human Resources shall send to the Department Head or designee, with the certification list a copy of the employment application and all other available and pertinent information about each applicant.
 - (2) If there are fewer than five names on an eligibility list, the Director of Human Resources or designee has the discretion after consultation with the Department Head or designee, to certify the names on the existing eligibility list or to continue recruitment.
 - (3) After interviews are conducted and there is no selection made, the certification list shall be returned to the Department of Human Resources to have additional names certified and to ensure compliance with guidelines.
- 3.15 Interview and Record of Action** - Each Department Head or designee shall interview all certified applicants who have expressed an interest in an interview unless the Director of Human Resources has determined proper cause for removal of such name from the certified list. Upon completion of interviews and necessary background and reference checks, the Department Head or designee shall explain in writing the action taken and his or her reason for selection or non-selection of each applicant. Such information shall be placed on the certification disposition form and sent to the Department of Human Resources.
- 3.16 Probationary Period** - Employees are required to serve a probationary period as part of the initial selection process. Probationary employees serve at the will of the City.
- (1) Persons employed in a permanent position, except uniformed fire and sworn police personnel, shall serve a twelve (12) month probationary period. Following original appointment, the probationary period for full-time uniformed fire personnel and sworn police personnel shall be twelve (12) months following graduation from the respective training academy. The probationary period may not be extended except as provided for in Rule 3.19 (Broken Service Extension).
 - (2) The Department Head or designee may, through the Director of Human Resources, dismiss a probationary employee without cause for any lawful reason during the probationary period. Upon review of the recommendation, the Director of Human Resources or designee shall approve or disapprove the dismissal. If the employee is separated during the probationary period, he or she shall have no right of appeal to the Grievance Procedure.
 - (3) Whenever an employee who has not attained non-probationary status receives a promotion, demotion or transfer into another position in the City service, the length of time served in the original position shall count toward the completion of his or her total probationary period. For persons appointed from a temporary position to a permanent position, the initial probationary period commences with the date of appointment to the permanent position.
 - (4) Persons employed in temporary or unclassified positions shall remain on probation for the duration of their temporary or unclassified employment.
 - (5) Notwithstanding the aforementioned categories, nothing herein shall limit City Council's authority to create and to approve classifications in which employees remain in a probationary status for their tenure in that classification.



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3.17 Adjustment Period

- (1) Persons employed in a permanent position shall serve no more than a one hundred eighty (180) day adjustment period whenever they are promoted, demoted or transferred. The adjustment period serves as a trial period for the employee in the new classification and is similar to an employee's probationary period.
- (2) The supervisor is responsible for monitoring and providing feedback on the progress of the employee serving an adjustment period. Adjustment periods may not be extended.
- (3) An employee serving an adjustment period will be deemed to have successfully completed such period unless the Department Head or designee notifies the Director of Human Resources or designee and the employee in writing. Documentation of performance issues including evaluations is required. The evaluation, accompanied by written notification to the employee of the unsuccessful completion of the adjustment period, must be provided to the Director of Human Resources or designee and the employee prior to the expiration of the adjustment period. Notice is presumed given on the date of notification.
- (4) An employee who does not successfully complete the adjustment period following a promotion or transfer shall be returned to a vacant position in the same classification in the same agency he or she held immediately prior to the promotion or transfer. The salary of an employee who is returned to the position he or she held prior to the promotion or transfer shall be adjusted to the previous salary plus any other appropriate adjustments. An action that returns the employee to the position held prior to the promotion or transfer is not grievable because the adjustment period is treated as a probationary period for purposes of grievance rights. If such position is not vacant, the Department Head or designee shall first pursue a performance demotion in accordance with Rule 4.5 before separation from City service.

3.18 Effect on Reinstatement - Any employee reinstated to a previously held position shall not be required to repeat any probationary or adjustment period or portion thereof which was previously completed in a position that he previously held.

3.19 Broken Service Extension - If an employee is absent from his or her job during his or her probationary or adjustment period for any reason, for more than a combined total of fifteen (15) working days, then the probationary or adjustment period shall be automatically extended for all days absent, in excess of the fifteen (15) working days.