



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Selection Process
INITIAL EFFECTIVE DATE	05/18/2015
LAST REVISION DATE	Replaces <i>Section 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 8.1, 8.2 and 8.3</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	3.02

OBJECTIVE The purpose of the policy describes the procedure for filling a vacant position

SCOPE This policy applies to all regular full-time, regular part-time, temporary, and seasonal positions of the City of Watauga.

POLICY

A. Definitions

1. **Regular Full-Time Employee:** Employees who are scheduled to work a full work week (40 hours/week) or a full work period on a regular basis and have successfully completed probation with the city. These employees are eligible for full benefits.
2. **Regular Part-Time Employee:** Employees who are scheduled to work less than a full work week schedule or less than a full work period and have successfully completed probation with the city. These employees whose positions are scheduled to work at least 1000 hours per year (20 hours/week but less than 40 hours/week) must participate in TMRS retirement plan.
3. **Probationary Employee:** Full-time or part-time employees who have not yet completed their initial probationary period, which is generally six (6) months but may be extended up to one (1) year from hire date. Probationary employees can be either fulltime or part-time.
4. **Temporary Employee:** Full-time or part-time employees who are hired for a specific period of time, determined at the onset of employment and is usually twelve (12) months or less. Part-Time employees whose function is to supplement the regular work force on a sporadic as-needed basis. Employees must work less than 1000 hours per calendar year (19 hours/week or less). Temporary employees do not accrue benefits however; they must participate in the Part-Time, Temporary, or Seasonal (PTS) retirement plan through the city’s PARS (Public Agency Retirement Service) provider.
5. **Dual Employment:** No employee may hold more than one position within the City of Watauga at any given time.

B. Selection Policy and Procedure

The City of Watauga will use the following procedure to fill vacant positions within the organization. The procedure covers new hires, promotions, transfers and demotions. Any exceptions must be approved by the City Manager or designee.

1. **Vacancy Identification:** Department Heads shall notify Human Resources when a vacancy occurs or is upcoming.
2. **Vacancy Announcement:** Human Resources shall review the job description with the Department Head and approve for posting any new job opening. The Human Resources Department will place the job posting on the City's website, in the bulletin boards in the City Hall lobby, and on other media including websites, publications, and Social Media as appropriate.
3. **Applications:** Applications for initial employment, promotion, transfer, or reinstatement shall be submitted as specified in the job posting. Only applications officially received in the prescribed manner will be considered. Outside applicants will complete a City of Watauga application. Internal applicants will complete a **Position Interest Form**.
4. **Application Process:** The hiring department and Human Resources shall work through the application process jointly to ensure that applicants are treated equally. The application processing steps are as follows:
 - a. Human Resources will screen the applications and route those applications that meet the minimum qualifications specified in the job description unless all applications are requested.
 - b. The hiring supervisor will review the applications and schedule interviews. Human Resources may participate in the interviews with the supervisor.
 - c. The evaluation process may include reference checks, performance tests, written tests, and other screening procedures as appropriate.
 - d. After all interviews have been completed, the hiring supervisor will notify Human Resources of the selected applicant.
5. **Applicant Disqualification:** Applicants may be disqualified from consideration for reasons including, but not limited to the following:
 - a. They do not meet the necessary position qualifications.
 - b. They make false statements on the application form or interview. Making a false statement during the hiring process may be grounds for discharge if discovered after the applicant is hired.
 - c. They commit or attempt to commit a fraudulent act at any stage of the hiring process.
 - d. They are in violation of the City of Watauga Substance Abuse Policy.
 - e. They are not legally permitted to work in the United States.

6. **Residency:** Reasonable response time requirements may be established for certain positions. These requirements will depend on the position duties. Per the City's Charter, only the City Manager is required to live in the City of Watauga.

7. **Pre-Employment Screenings and Examinations**

a. **Medical Examination and Drug Screening:** All individuals selected for the initial hire or rehire shall undergo a drug screening test and medical examination. Individuals selected for positions that require a commercial driver's license will also be required to undergo a medical examination as specified by the Texas Department of Transportation. Each of these tests will be conducted at City expense and in a manner prescribed by Human Resources. Employment shall be contingent upon successful completion of the required screening(s) and medical examination(s). Each department may require additional testing based on State law, other certification requirements or as required under Chapter 143 of the Local Government Code and the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations. Medical examinations are not required for returning seasonal employees who had less than a twelve (12) month gap in service.

b. **Background Check:** All individuals selected for appointment to a position shall be required to undergo a thorough background check, credit check if applicable to the position, and reference check at the City's expense in a manner prescribed by the Human Resources Department. The City of Watauga may conduct criminal history records checks on all new employees over the age of 17, including those in part-time, temporary, and selected volunteer positions. If applicants have not provided accurate information regarding their criminal history, the job offer will be rescinded. NOTE: A criminal conviction will not necessarily disqualify an applicant for employment. The conviction will be reviewed against the job requirements.

C. **Approval**

All new hire personnel, reinstatements, promotions, transfers, and demotions must be approved by the Human Resources Director, Department Head, and City Manager and documented on a **Personnel Authorization Form**.

D. **Promotions**

1. Promotions are position changes to classes with higher maximum salaries. Qualified employees may apply for promotion to vacant positions when positions are posted. Probationary employees generally are not eligible for promotion during the probationary period. Exceptions may be granted by the City Manager when such promotion is in the best interest of the City.
2. The following process shall be utilized for promotions:
 - a. An employee applying for a position must complete a **Position Interest Form** and attach relevant documentation such as a resume.

- b. Every attempt will be made to encourage qualified City employees to advance to positions of increased responsibility. Qualified City employees will be given preference in filling position vacancies when possible. All current employees applying for a position and meeting the minimum qualifications will be interviewed.
- c. The hiring department shall contact the employee's current department to establish a mutually agreed-upon transfer date. The current department may require the employee to give a two-week notice.
- d. Employees who are promoted are subject to a six (6) month probationary period.

E. Lateral Transfers

- 1. A lateral transfer is the assignment of an employee from one position to another position in the same salary range. Qualified employees may apply for transfers to vacant positions when the positions are advertised or posted. Probationary employees generally are not eligible for lateral transfer during the probationary period. Exceptions may be granted by the City Manager when such lateral transfer is in the best interest of the City.
- 2. The transfer process is described below:
 - a. An employee applying for a lateral transfer must complete a **Position Interest Form** and attach relevant documentation such as a resume.
 - b. Qualified City employees will be given preference in filling position vacancies when possible. All current employees applying for a lateral transfer and meeting the minimum qualifications will be interviewed.
 - c. The hiring department shall contact the employee's current department to establish a mutually agreed-upon transfer date. The current department may require the employee to give a two-week notice.
 - d. Employees who are laterally transferred are subject to a six (6) month probationary period.
 - e. If an employee is laterally transferred, the City Manager may authorize the employee to be paid at their pay rate before the transfer for a period not to exceed eighteen (18) months if the new position is paid at a lower rate than the former position. At the conclusion of the 18 months, the employee's compensation would be based on the pay range for the new position and will not exceed the highest level in the range.

F. Demotions

- 1. A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary.
- 2. Employees qualified to perform lower-level position duties may be approved for administrative demotion at their own request.
- 3. Administrative demotions may be alternatives to layoffs.

4. Administrative demotions may be alternatives to terminations resulting from discipline or unsuccessful Performance Improvement Program (PIP) accomplishment. **See Policy 11.01 Discipline Process**
5. Demotions (other than those resulting from an unsuccessful PIP) shall not be considered disciplinary actions nor disqualify employees involved from consideration for later advancement.
6. Demotions implemented as alternatives to layoffs may be fully or partially rescinded at any time.
7. Probationary employees generally are not eligible for voluntary demotion during the probationary period. Exceptions may be granted by the City Manager when such voluntary demotion is in the best interest of the City.
8. Employees who are demoted are subject to a six (6) month probationary period.

G. Civil Service Employees

All new hire personnel, reinstatements, promotions, transfers, and demotions for Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission.