

**CITY OF STOUGHTON
HIRING POLICY**

*Full-time and regular part-time positions
(Does not include Leadership)*

Recruiting for an existing vacant, soon to be vacant non-leadership position: Initiated by Leadership for their specific department. Leadership completes the Request for Personnel Form and sends it to the Human Resources and Risk Management Director and the Mayor. The Leadership member will provide a recommendation to fill or not fill the position on the Request Form.

Request by Leadership to fill the position: The Leadership member will review the position description and see if changes or updates are necessary. If there are changes requested, the changes will be sent along with the Request for Personnel Form to the Mayor and Director of Human Resources & Risk Management.

The Mayor determines if the position is approved to be filled if there are no changes to the position and or position description

If denied: The Mayor will contact the Leadership member and the Director of Human Resources & Risk Management to let them know that the position is not being filled.

Right to appeal: If the Mayor's approval is not received Leadership may appeal the request to the Personnel Committee.

If approved to be filled-no changes to position description: The Mayor will contact Human Resources to start the recruiting process.

If approved to be filled- with changes requested for the position description: The Director of Human Resources & Risk Management will add the item to the next Personnel Committee Agenda.

The Personnel Committee will meet to discuss the proposed position or position description changes.

If position description changes are denied: The Mayor, HR/RM Director and the Leadership member for the Department will meet to discuss next steps and review the directive, if any from Personnel.

If position description changes are approved by Personnel: If the Personnel Committee votes to move the changes forward, the position description along with the recommended changes, would then be presented to the City Council for approval.

Creating a new non-leadership position:

Request for a new position requires the advice of the Mayor and recommendation from Personnel Committee to go to Council for final approval. The Director of Human Resources & Risk Management will add the request for a new position to the next Personnel Committee Agenda. The Personnel Committee will be provided with a Job Title, Position Description and recommended pay range as determined by the Springsted Position Analysis Questionnaire.

If denied by the Personnel Committee: no action will be taken

If approved by the Personnel Committee: The Director of Human Resources & Risk Management will forward the request to Council. The Council will be provided with the resolution a Job Title, Position Description and recommended pay range as determined by the Springsted Position Analysis Questionnaire process by the Human Resources and Risk Management Director.

Police (excluding dispatchers) and/or Fire Department positions are recruited with the approval of the Police and Fire Commission. There is no Personnel Committee involvement, unless a new position is created. The Director of Human Resources & Risk Management or designee will participate in the interview process and handle the background check and all other requirements for hiring.

Posting of the positions (new or replacement) internal and external will occur concurrently. The posting will take place on the City's Website and other advertising options such as websites and/or newspaper.

All applications shall be submitted to the Human Resources & Risk Management for review. The Director of HR & RM will forward and review the applications with the Mayor and designees, if applicable, to determine which candidates will be interviewed

The Interview Panel will interview up to five (5) candidates. Following the interview the panel will discuss the candidates and determine if a second round of interviews are needed or if they have a recommendation for hire.

Final applicant or applicants for all positions are screened by Human Resources including: background check, drug/alcohol screening, physicals, reference verification and any other screening or testing that is deemed necessary for the position.

Human Resources will send a contingent offer of employment to the candidate. The offer will include the position title, compensation, status along with the start date and time. Orientation of the new employee will be conducted by the Human Resources. The Orientation will include the required new hire paperwork. The Work Rules and Safety Rules will be distributed to the new employee and reviewed with the employee by the Leadership member for the Department or the immediate supervisor. Specific safety rules, all work rules and department specific policies will be reviewed and discussed with the Supervisor or Leadership.