

# Policy Manual

## Employee Recruitment Policy

### City of Weiser, Idaho



### Employee Recruitment Policy

The City of Weiser is one of the major employers in Washington County. The City is nestled in tranquil rural landscapes and steeped in the warmth of community spirit. Employment with the City of Weiser offers an abundance of opportunities for both growth and a career where innovation meets authenticity, and where the pace of life allows for genuine connections and meaningful contributions. The City looks for employees who embrace personal and professional excellence and a desire to be a part of a team that supports the City of Weiser citizens, infrastructure and the historical significance of the area.

The use of “employee” in this policy and the procedures refers to all individuals who are recruited, governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

### Guidelines & Procedures

#### I. Purpose

The City is dedicated to attracting and recruiting talented individuals who share the City’s vision for enhancing the quality of life within the City of Weiser. Through strategic recruitment efforts, the Mayor and Supervisors aim to build a skilled workforce that is committed to serving the community, driving innovation, and fostering a culture of collaboration and excellence.

- A. **Equal Opportunity Employer:** The City follows the laws of the State of Idaho and Federal Law for equal employment. In addition, efforts are made to incorporate diversity and inclusion principles into all aspects of recruiting and hiring processes.
- B. **Qualifications:** To qualify for employment with the City, applicants must be citizens of the United States of America, or must have filed application for citizenship, and must have reached their eighteenth birthday, except for temporary/seasonal hires for youth programs.
- C. **Residency Requirements:** The Mayor, City Council, and Human Resources Representative/City Clerk are required to live within the City limits. All other employees covered under this personnel policy must be able to respond to individual position requirements as set forth by their Supervisors and approval of the Mayor.
- D. **Personal Requirements:** An applicant’s background must reflect the personal qualifications for good citizenship, honesty, workplace sobriety, no illegal drug use, and good moral character.

#### II. Application Procedures

The following are the procedures for applying for a job with the City of Weiser.

- A. **Completing an Employment Application:** All applicants are required to thoroughly complete an Application for Employment and turn it in at the front desk of City Hall.

Note: There is a general application for employment and those applying for a law enforcement position are required to complete the Law Enforcement Application.

- B. Job Opening Announcements & Advertising:** Job Opening Announcements for job vacancies will be posted on the Career Page of the City's website and it may be determined that the announcements should be posted on social media or in the local paper. Job Postings will remain open until the positions are filled.
- C. Applicant Tracking:** The City of Weiser logs all applications for employment on the Employee Tracking form. Completed applications will remain on file for 1 year.
- D. Alcohol & Drug Free Workplace:** The City of Weiser is committed to provide a safe work environment that is free from the effects of alcohol and illegal drugs. The City's goals are to protect the employees and the public from accidents and to protect the City's assets from damage caused by an employee whose job performance is impaired by alcohol and/or drugs. Applicants who are under the influence will be disqualified from employment.

Note: Prior to the drug/alcohol screen, applicants are required to sign an acknowledgement of a Drug & Alcohol-Free Workplace Agreement.

- E. Preemployment Drug Screen:** All prospective employees will be tested for the presence of illegal drugs, as well as evidence of alcohol intoxication prior to starting employment.
  1. Pre-employment drug and alcohol testing will be conducted after a conditional job offer has been extended to a candidate and before the commencement of employment.
  2. The drug and alcohol testing process will be carried out at a designated testing facility approved by the City.
  3. The specific substances tested for may include, but are not limited to, illegal drugs, controlled substances, and alcohol in accordance with local laws and regulations.
  4. Candidates will be provided with information about the testing process, and they must consent to undergo the required tests as a condition of employment. See form at the end of this policy.
  5. All test results will be treated as confidential and will only be shared with relevant personnel on a need-to-know basis. Records of the test results will be retained in accordance with applicable laws and regulations.
- F. Criminal Background Check:** After a decision to hire an individual is made, the City will conduct a background check that includes a criminal background check. Applicants with felony criminal conviction(s) may not be hired for the position. The City will base the hiring decision based on the offense and the responsibilities of the position and the wellbeing of the public.

Note: To comply with legal requirements and regulations governing background screening practices and a Background Check is going to be conducted, the applicant will receive a copy of the FCRA Summary of Rights, and complete the background report authorization forms prior to the check being conducted.

- G. Verifying Educational Credentials & Professional Licenses:** For some positions the City requires that educational credentials and licenses are verified.
- H. Checking References:** The hiring Supervisor and/or Human Resources Representative/City Clerk will contact the applicant's business and personal references to check the validity of the applicant's previous work history.
- I. Family Members:** An application will not be accepted from an individual who:

1. Is a member of the immediate family of the appointing member. Immediate is defined by blood, marriage or adoption (parent, grandparent, spouse/partner, grandchild, child, cousin, niece, nephew, aunt or uncle).
2. Is a member of the immediate family of the Mayor or is a member of the immediate family of a Council member.
3. No person may be an applicant for a position in the same department in which there is already an employee who is a member of his immediate family.

**J. Conducting the Interview:** The City interviews and selects qualified candidates. All interviews will be held in private. The City conducts structured interviews with selected candidates, incorporating a mix of behavioral, situational, and technical questions. In addition, there will be times when the City will utilize panel interviews involving multiple interviewers to gather diverse perspectives and insights.

Note: Unless otherwise determined, the City does not normally pay travel costs for interviews and relocation costs for household transportation for new employees.

### **III. Current Employee Applicants**

Job vacancies, whenever possible, may be filled by qualified employees among the City's staff. The Human Resources Representative/City Clerk shall make all job vacancies known to employees and the public prior to filling a job vacancy.

City employees who wish to apply for a position should inform their Supervisor and the Human Resources Representative/City Clerk and complete an Employment Application.

1. City employees will be given preference in filling the vacancy and shall undergo the same type of examination and review of qualifications as prescribed for outside applicants.
2. In the event two or more City employees are equally qualified for the appointment the Mayor should be consulted.

### **IV. Conclusion**

The City's recruiting procedures are designed to ensure that we attract, select, and onboard the best possible candidates to serve our City and residents. We strive to uphold the values of integrity, inclusivity, and excellence in all aspects of recruitment. We are committed to building a workforce that is equipped to meet the evolving needs and challenges of the City. Together, due to the dedication of the City employees, we will continue to make strides towards a brighter future for the community.