



# POLICY AND PROCEDURE MEMO

SUBJECT:

HIRING POLICY

NO. 2.017

DATE: 3/27/2014 revised

*D. W. FitzGerald*

CITY MANAGER

## I. STATEMENT:

To establish the policy and procedures for the hiring process within the City of Rochester.

## II. DEPARTMENTS AFFECTED

All Municipal Departments, excluding sworn police personnel.

## III. POLICY

1. This policy is intended to create a consistent and measurable hiring process based on merit, to meet the needs of the applicants, Departments and the City of Rochester.
2. It is the policy of the City of Rochester to be an equal opportunity employer, dedicated to nondiscrimination on any basis including race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or military status, and to hire the best candidate for each position in order to continue to deliver customer service excellence and fulfill our overall strategic management goals.
3. This policy does not apply to promotions or transfers

## IV. DEFINITIONS

1. Accommodations – actions by the City of Rochester in response to the request of an Applicant to allow compliance with the Americans with Disabilities Act.
2. Applicant – a person applying for an employment position, who submits a City of Rochester Employment Application Form.
3. Application Period – the period of time during which applications from Applicants will be accepted consisting of a minimum of five (5) business days.
4. City of Rochester Employment Application Form – application form approved by the City of Rochester.
5. Conditional Offer - an offer of employment with the City of Rochester with conditions required before the New Hire starts work.
6. Hiring Department – the City Department with an open employment position to be filled.
7. Interview Process – the procedures used to interview applicants for employment positions.



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8. Job Description – a statement of the title, duties, requirements and responsibilities of the employment position.
9. Minimum Requirements – the minimum set of qualifications for a particular employment position.
10. New Hire – a person who is not employed by the City of Rochester or has not been employed within the last twelve (12) months.
11. Payroll Status Form – the form that serves as notification to the Payroll/Human Resource office regarding personnel matters including but not limited to starting date, grade and step, rate of pay and title of position. Such form shall document the Department Head's authorization, Human Resources verification and City Manager approval and shall be retained in the personnel file.
12. Rehire – a former employee that has been employed by the City within the last twelve (12) months.
13. Personnel Requisition Form – the Hiring Departments' official request to Human Resources to fill an open position within the organization.
14. Start Date – the date that employment will begin, after all of the conditions of the Conditional Offer have been satisfied. The start date will be the date indicated on the Payroll Status Form.

## V. PROCEDURES

### REQUISITION AND POSTING

1. The Department Head of the Hiring Department will initiate the hiring process for the position needing to be filled by submitting the Requisition Form to the Human Resource office. The position must fall within the positions established and approved by the City.
2. The Human Resource office will post the vacancy announcement and job description on the City's website and will email all city department recipients.
3. All positions will be posted in-house for at least five (5) business days.
4. Positions may be advertised in the newspaper and/or other websites and media options appropriate for the position. Advertising will be paid out of the Human Resources budget.

### APPLICATIONS

1. Applications will be collected by the Human Resource office and will be recorded after acceptance of the document. Only applications provided on a City of Rochester Employment Application Form and within the Application



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Period will be accepted, unless other permissions given by the City Manager under section *ALTERNATIVE PROCEDURES*. Applicants who submit employment request not submitted on a City of Rochester Employment Application Form shall be notified and invited to re-submit if the request is received within the application period.

2. All applications will be forwarded by the Human Resource office to the Hiring Department Head at the end of the Application Period, unless "open until filled", in which case applications shall be forwarded to the Hiring Department Head as they are received.
3. Applications received after the Application Period is closed or after the position has been filled will not be reviewed for consideration. Applications post marked by the closing date of the Application Period will be accepted.

## SELECTION

1. The determination of the Interview Process shall be by the Department Head of the Hiring Department, and will be customized for the position.
  - a. All Applicants meeting the Minimum Requirements for the position will be considered. Consideration of an Applicant shall consist at a minimum of a reading of the City of Rochester Employment Application Form with a notation of the reading signed by the Department Head of the Hiring Department or designee.
  - b. Applicants with disability may, consistent with the Americans with Disabilities Act, request accommodations needed to participate in the application process.
  - c. City of Rochester Employment Application Forms shall be retained by the City under the care of the Human Resource Office for a minimum of three (3) years, per RSA 33-A: 3-a.

## INTERVIEWS

1. Departments will contact Applicants selected for the Interview Process verbally and/or in writing.
  - a. It is important for those serving on an interview panel to avoid the appearance of any conflict of interest. Panel members who have a close personal or business relationship or other knowledge of an applicant that could result in ethical concerns should be excused from serving on the panel. It is up to the panel member to bring all possible conflict to the attention of the Department Head.
2. Departments will attempt to contact references of final candidates.



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## NOTIFICATION/OFFER (New Hire)

1. Working with the Human Resource Manager, the Department Head of the Hiring Department will give a written Conditional Offer of Employment in person (when possible) to the candidate who is selected as the New Hire, with a clear statement that the final offer is conditional upon the successful completion of the following:
  - a. Criminal History Record Check per RSA 41:9-b
  - b. Pre-employment Physical and Drug Test
  - c. Motor Vehicle Records Check (when required for position)
  - d. Credit Report (when required for position)
  - e. Any other conditions set forth by the Department or City
2. The Conditional Offer shall consist of the Position, intended Start Date, Rate of Pay, FLSA classification, any requirements that must be met within the Probationary Period and conditions stated in 1a – 1e above.
3. The employee will not commence work until all background check materials are received by the City.
4. At the time the Conditional Offer letter is signed by the candidate, the candidate will fill out the pre-employment paperwork (authorizations) for the above requirements.
5. If background materials come back with less than exemplary standing, it will be brought back to the Department Head and/or Human Resource Manager for review.

## NOTIFICATION/OFFER (Rehire)

1. Working with the Human Resource Manager, the Department Head of the Hiring Department will give a written Conditional Offer of Employment in person (when possible) to the candidate who is selected to be rehired (Rehire), with a clear statement that the final offer is conditional upon the successful completion of the following:
  - a. Conditions set forth by the Department or City
2. The Conditional Offer shall consist of the Position, intended Start Date, Rate of Pay, FLSA classification, any requirements that must be met within the Probationary Period and conditions stated in 1a above.
3. The employee will not commence work until all background check materials are received by the City.



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4. At the time the Conditional Offer letter is signed by the candidate, the candidate will fill out the pre-employment paperwork (authorizations) for the above requirements.
5. If background materials come back with less than exemplary standing, it will be brought back to the Department Head and/or Human Resource Manager for review.

## PROCESSING

1. Upon signing of the Conditional Offer, the Department Head or the Hiring Department will notify Human Resources of the selection for the position with an anticipated start date, and hiring terms on a Payroll Status Form and signed Conditional Offer, along with the original application materials.
  - a. The interview materials shall contain a narrative supporting the recommendation for the selection of the New Hire. This narrative should document the positive reasons why an applicant was chosen, and any items that should be reviewed at the end of the probationary period. This will be kept with the application in the personnel files.
  - b. The Human Resource office will be responsible for requesting reports and/or scheduling appointments listed in the Conditional Offer.
2. The Hiring Department will forward all interview and hiring materials along with interview list, applications and resumes to Human Resources.
  - a. Internal candidates will be notified by the Hiring Department if they did not receive the position. This step is taken to ensure that internal Applicants receive timely and courteous notice.
  - b. The Hiring Department will be responsible for sending notice to all unsuccessful Applicants that were interviewed.
  - c. The Human Resource office will send notice to the entire pool of applicants not selected, thanking them for their interest and notifying them that the position was filled.
3. Prior to the Start Date, the New Hire must meet with Human Resources and Payroll Administration to fill out payroll and benefit paperwork, receive important employee documents and photo identification.
  - a. This is necessary to ensure that the New Hire completes mandated records and forms, receives copies of applicable Administrative Regulations and policies and a City of Rochester identification card.
  - b. It is also a necessary step to ensure that the New Hire has met all initial employment requirements.
4. Once the New Hire paperwork is completed, the employee will be entered into the Payroll/Human Resource system.



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## ALTERNATIVE PROCEDURES

1. Some positions within the City will differ due to seasonal and sworn status.
2. The Police Officer Selection; Personnel Selection Policy #32.1.1 will meet or exceed these requirements. Where the Police Department policy differs from this policy, the Police Department policy shall supersede.
3. Should a situation occur in which temporary employees are needed immediately, Human Resources will work with the Hiring Department to expedite the hiring process in all ways possible as long as a fair and nondiscriminatory process is followed.
4. The requirements to alternative procedures are that the procedure be fair to potential applicants, the Hiring Department and the City.
5. Additional requirements may be added to the process by the Hiring Department and/or the City Manager.

See Attached Form(s)

Personnel Requisition Form

Payroll Status Form

Employment Application Form

**- END OF PROCEDURE -**