

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: RECRUITMENT AND SELECTION
	NUMBER: EMP 3-0	REVISIONS: 1	EFFECTIVE DATE: May 7, 2018
	SUPERCEDES: July 15, 2013	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
		A. Max Bacon, Mayor Administrator	Date City

PURPOSE: To attract, identify, and employ or promote qualified individuals to fill the City's vacant, budgeted job openings.

STATEMENT OF POLICY

The City of Smyrna will make every reasonable effort to fill vacant, budgeted City positions as promptly as possible with qualified individuals.

In recruiting and hiring, as well as with all other areas of personnel administration, the City extends employment opportunities regardless of race, color, religion, national origin, sex, age, disability, veteran status, or any other basis prohibited by law.

1. *Recruitment process.* Upon receipt of vacancy notice from Department Head or supervisor, the Human Resources Manager will review to ensure position is an approved, budgeted position. The HR Manager will enter the position requisition into MUNIS. Upon notification from the HR Director that the request has been approved by the City Administrator, the HR Manager will begin the recruitment process.
2. *Job announcement and posting.* A job announcement will be prepared and distributed by Human Resources to all City departments via COS411 and email to ensure that interested City employees have the opportunity to apply for the vacant position.
3. *Recruiting external candidates.* Concurrent with or after the posting of internal job announcements (if it appears that a suitable rate of response may not be received from internal applicants), the Human Resources Manager will ensure that the job is advertised externally through the most appropriate means available, such as the City website, public bulletin boards and announcements made during televised Council meetings. Additional advertisement sources will be utilized at the discretion of the Human Resources Director based on the ability to effectively reach qualified candidates in a timely and cost-effective manner.
4. *Completed, online employment application required.* All applicants must have completed the online application process (including resume attachment) prior to the closing date of the posting. Any applicant who contacts a department directly shall be referred to the City's website or Human Resources office.
5. *Applications accepted only for vacant, posted positions before the stated closing date.* The Human Resources Department will accept applications only for those posted positions for which the City is currently recruiting.
6. *Applicant examinations and interviews.* After the closing date, department heads or applicable supervisors will be provided access to the corresponding MUNIS Applicant Master file requisition for applications received during the job posting

Depending upon the specific job classification, candidates who meet the minimum qualifications for certain positions may be required to undergo standardized examinations administered either by the respective department or the Human Resources Department.

Job-related examinations (singly or in combination depending upon the specific job classification) may

consist of written tests, performance tests, assessment centers, ratings of training, education, and experience, structured oral interviews, and/or physical fitness tests. All examinations shall be practical in nature, job-related, and constructed to determine (based upon the duties and responsibilities of the specific job) the potential capacity of the candidate for success in the particular class or position for which he or she is applying.

Applicants for the same job classification shall be accorded uniform and equal treatment in all phases of the examination process. Examinations shall be scored impartially.

A hiring decision will be made based upon the qualifications of the candidates as shown in the application and the results of the examination(s) required for the particular job class. The decision to hire (or promote or transfer, if applicable) is to be made by the department head with the approval of the City Administrator.

7. *Employment offers and rate of pay.* Once a candidate is selected, the respective department head and the Human Resources Director must jointly agree to a starting rate of pay before an offer of employment is extended to the candidate. Unless the employee is starting at the entry rate of pay for the particular job classification, department heads should never unilaterally commit to a starting rate of pay, since the Human Resources Director is responsible for ensuring consistency and equity in the administration of the City's wage and salary program.
8. *Extending the contingent offer.* After it has been determined which candidate will be offered employment and the entry rate of pay to be offered, the Human Resources Director or his or her designee will contact the selected candidate to extend the offer. Human Resources will follow up with a written offer letter. A verbal offer by the Department Head or his/her designee may be extended ***only*** after contact with Human Resources. The employment offer will be contingent upon:
 - a) Successful completion of current and previous employment reference checks, from the three most recent employers, conducted by the Department Head or supervisor. Documentation of checks, to include persons contacted, date and time of contact and summary of reference response, shall be forwarded to Human Resources to be placed in the employee's personnel file.
 - b) The candidate's acceptance of the stated terms and conditions of the offer of employment within the time expressed in the offer.
 - c) Successful completion of a post-offer medical and/or psychological exam, if applicable, at the City's expense. (This post-offer medical exam will be arranged by the Human Resources Department.)
 - d) Successful completion of a post-offer drug test at the City's expense, if applicable.
 - e) Successful background checks (i.e. criminal, motor vehicle, education, credit).*

**Credit Checks.* Credit checks will be performed on Public Safety and other positions that handle money or on upper management. The City does not look at credit histories as a way to screen out applicants who have been the victims of unfortunate circumstances. Typically, 2-3 late payments will not automatically disqualify an applicant. The City is concerned about (and looks for) serious negative marks, such as collection actions, repossessions, foreclosures and evictions, as well as applicants carrying enormous debts which may indicate they are living well beyond their means. All rules under the Fair Credit Reporting Act will be followed.

Applicants will be informed if they are disqualified from the position because of their credit. They will have the right to explain the circumstances to a Human Resources Representative, especially if the problems have been resolved, or where the results of a mishap beyond their control or could be fixed simply by being employed again.

Documented results from all background checks (criminal, credit, reference, etc) shall be placed in the employee's personnel file (or with the employment application should the employment offer be rescinded or declined).

If any background, medical, or other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the City, the applicant will be refused employment or, if already employed, may be terminated.

The Human Resources Director or Manager will inform the Department Head as soon as possible after learning

whether the candidate has accepted or rejected the job offer as well as whether or not the candidate has successfully passed all required background checks and tests (if applicable).

A. Following acceptance of employment offer, the Department Head should complete the ***New Hire IT Form*** and forward to Information Services within 2 days following acceptance of employment offer. ***Police Recruitment and Retention Incentives (Bonuses) Sworn Police Officer New Hire***

1. Signing Bonus – Unless otherwise provided herein, new officers hired by the Smyrna Police Department are eligible for a signing bonus of \$3,000 for non-certified and \$5000 for certified candidates. Newly hired officers will be paid this bonus as follows:
 - a) Newly hired officers who are already Georgia Certified Basic Peace Officers will receive their first \$2,500 installment on their first paycheck. Thereafter, the officer will receive their remaining \$2,500 upon the successful completion of their working test.
 - b) Non-certified officers, after having been employed for at least six months and having completed all State Mandated POST Requirements for Basic Peace Officer Certification, will receive their first \$1,500 installment. Thereafter, the officer will receive their remaining installment of \$1,500 upon the successful completion of their working test.
 - c) Any officer previously employed by the department and rehired more than 365 days from the last day that they were employed by the city, will be eligible for only \$2,500. The first payment of \$1,000 will be paid on their first paycheck and \$1,500 paid upon the successful completion of their working test. This incentive is only available if the rehire is receiving a bonus through this directive for the first time.
 - d) Any officer previously employed by the department and rehired 365 or less days from the last day that they were employed by the city will not be eligible for a signing bonus.
 - e) If a circumstance arises that is not covered in this policy, the final decision regarding that circumstance will be made by the Chief of Police and the chief's decision shall be final.
2. Military Incentive - New officers hired by the department are eligible for a military incentive of \$1000, paid after the successful completion of their working test, subject to the following:
 - a) Officers must have an honorable discharge after at least three years of military service and have completed all state mandated POST requirements for Basic Peace Officer Certification.
 - b) Any officer having previously been employed by the department and subsequently rehired shall not be eligible for the military incentive.

The bonus payments referenced herein are incentives for officers to join and remain with the police department. New hires will sign a two (2) year commitment agreement in the form specified by the department in order to participate in this incentive program. If the officer resigns or his/her employment is terminated for any reason before the satisfactory completion of this two year commitment, he/she shall be responsible for reimbursing the city 100% of any bonuses received and will not be eligible to receive any remaining portion of the bonus.

B. Sworn Peace Officer Retention - Incentives

Sworn peace officers, having service of less than five years at the time of enactment of this policy, are eligible for a retention bonus of \$5,000 for seven (7) years of active service. At their five (5) year anniversary, sworn peace officers will have the option to sign a two (2) year commitment agreement and begin receiving the incentive under the following guidelines:

- a) Upon signing the two (2) year commitment agreement, the officer will receive the first installment of \$1,000.

- b) Upon the seven (7) year anniversary and completion of the two (2) year commitment agreement, the officer will receive the final installment of \$4,000.
- c) Officers must be performing at a standard of “successful” at the time of each installment.
- d) If a circumstance arises that is not covered in this policy, the final decision regarding that circumstance will be made by the Chief of Police and the chief's decision shall be final.
- e) The bonus payments referenced herein are incentives for officers to remain with the police department for at least seven years. Peace officers must sign a two (2) year commitment agreement in the form specified by the department on or after their five year anniversary in order to participate in this incentive program. If the officer resigns or his/her employment is terminated for any reason before the satisfactory completion of this two year commitment, he/she shall be responsible for reimbursing the city 100% of any bonuses received and will not be eligible to receive any remaining portion of the bonus.