EMPLOYMENT STANDARDS

POLICY NUMBER: CEMS-002

PURPOSE:

To establish fair and consistent employment practices for the City and affirm the City's commitment to equal employment opportunity. This policy provides guidance for recruitment, selection, hiring, promotion, and other employment decisions.

POLICY:

The City seeks to recruit, hire, develop, and promote qualified individuals based solely on merit, job-related qualifications, skills, experience, education, ability, and organizational needs.

EQUAL EMPLOYMENT OPPORTUNITY

The City is an Equal Opportunity Employer and is committed to providing equal employment opportunities and fair treatment in all employment practices.

Employment decisions will be based on merit, job-related qualifications, performance, and the needs of the City, without unlawful discrimination based on race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, age, disability, genetic information, military or veteran status, political affiliation, or any other characteristic protected by applicable federal, state, or local law.

This commitment applies to all aspects of employment, including recruitment, application, selection, hiring, compensation, benefits, training, promotion, transfer, discipline, termination, and other terms and conditions of employment.

The City prohibits unlawful discrimination and harassment based on any protected characteristic. The City will provide reasonable accommodations as required by applicable law, including accommodations related to disability, pregnancy, and sincerely held religious beliefs or practices, see specific policies for more information.

The City encourages all qualified individuals to apply for employment and seek opportunities for advancement based on merit and job-related qualifications.

RECRUITMENT

The Human Resources Department manages recruitment for City job openings in coordination with the hiring department. Job openings may be advertised to current employees and the public through job postings, vacancy announcements, and other appropriate media.

Certain positions may require job-related assessments, examinations, certifications, or other selection procedures. Unless otherwise authorized by Human Resources, job openings will be posted for at least thirty (30) days.

After the posting period closes, Human Resources and the department hiring manager will review applications to determine whether applicants meet the minimum qualifications

established for the position. Recruitment and selection practices will be administered consistently with the City's commitment to equal employment opportunity.

HIRING

Hiring and promotional decisions will be based on merit, job-related qualifications, skills, experience, performance, and the requirements of the position, consistent with the City's commitment to equal employment opportunity.

Department hiring managers, in coordination with Human Resources, will review qualified applicants and conduct the selection process using job-related criteria. Interviews will be conducted by department staff in coordination with Human Resources and will include at least two City employees. All new employees must successfully complete any background screening required by the City. Depending on the duties and requirements of the position, additional job-related screenings or pre-employment drug testing may be required.

Employment offers, promotions, starting salaries, promotional salary adjustments, and effective dates will be determined by the department hiring manager in coordination with Human Resources and in accordance with applicable City policies and procedures.

Immediate family members or individuals residing in the same household may be employed within the same department. However, an employee may not directly supervise, or exercise employment-related authority over, an immediate family member or individual residing in the same household. Immediate family is defined as an employee’s spouse, parent, child, sibling, grandparent, grandchild, stepchildren, stepparents, or legal guardian. This includes significant influence over hiring, evaluation, discipline, compensation, promotion, or other employment decisions affecting the related employee.