HIRING POLICY
CITY OF STOUGHTON
DEPARTMENT HEADS

1. When an existing Department Head position is vacant the Mayor shall inform the Personnel Committee and Council to seek approval to fill the position.

2. Creating a new position requires the advice of the Mayor and the Personnel Committee and the approval of the Council. Department Head positions in the Electric, Wastewater and Water Utilities also requires Utilities Committee approval. The Personnel Committee and the appropriate oversight Committee must be provided with a Job Title, Job Description and recommended pay ranges as provided by the City Clerk/Personnel Director. After approval by the Personnel Committee and oversight committee, the proposed Job Description and pay range must be approved by the Council before the position is advertised.

3. Department Head positions to be filled in the Police or Fire Departments are done with the approval of the Police and Fire Commission. Department Head positions to be filled at the Library are done with the approval of the Library Board. There is no Personnel Committee involvement, unless a new position is created. The City Clerk/Personnel Director will participate in the interview process.

4. Advertisement will be initiated by and managed by the City Clerk/Personnel Director and/or staff, in consultation with the Personnel Committee and appropriate staff, utilizing state and regional venues, if possible, in conformance to Federal requirements.

5. All applications shall be submitted confidentially to the City Clerk/Personnel Director. If driver license investigations are required, the City Clerk/Personnel Director will have those provided to the Interview Panel. The Interview Panel will consist of the Mayor or designee, the Personnel Committee and other appropriate City employee(s) or non-city employee(s) with the appropriate technical/professional background as determined by the Personnel Committee. The City Clerk/Personnel Director will participate in all interviews.

6. The Interview Panel will help develop questions for the prospective interviewees and develop benchmark answers for those questions. The City Clerk/Personnel Director will provide the protocol and forms to be used by the Interview Panel.

7. Applications are then paper screened by the Interview Panel. Testing may be used; City Clerk/Personnel Director's Staff will be available for support.

8. The Interview Panel should interview at least five (5) qualified applicants if available and certify the top applicant to the Mayor along with a list of the remaining applicants in prioritized order. The Mayor will offer the position to the top applicant, and upon acceptance, will forward the Interview Panel's recommendation to Council for approval. Reference checks will be the responsibility of the City Clerk/Personnel Director. Interviews will be held at the site/department whenever possible. A tour of the facility, etc., if requested by the applicant prior to the interview, will be arranged by the City Clerk/Personnel Director.

9. A pre-employment physical is required after an offer of employment is made to any candidate. The purpose of the requisite pre-employment physical is to insure the candidate is capable of performing the essential functions of the position offered. The physicians for the pre-employment physical will be designated by the City. These physicians must be used if the applicant lives in the area. If applicant does not live in the area, a physician other than his/her personal physician must be used.

10. Orientation of the new Department Head will be done by the City Clerk/Personnel Director or designee, with insurance enrollment, retirement forms and other necessary paperwork completed at that time. Benefits will be reviewed, work and safety rules explained. The Local Government Handbook is given to new employees. The City Clerk/Personnel Director or designee shall go over Work Rules and specify safety requirements in more detail.

Approved by Personnel Committee: ~~7-22-02~~ (Amended ~~7-10-03)(7-28-03)~~ 1-24-05
Approved by Council: ~~8-13-02 8-12-03~~ 2-8-05