HIRING POLICY
CITY OF STOUGHTON
(OTHER THAN DEPARTMENT HEADS)

1. Filling a currently existing, but vacant position is initiated by the Department Head by contacting the City Clerk/Personnel Director and Mayor that the position is vacant and providing a recommendation to fill or not fill the position.

2. Creating a new position requires the advice of the Mayor and the approval of the appropriate oversight committee and the Council. Positions in the Electric, Wastewater and Water Utilities also requires Utilities Committee approval. The next step in the procedure is contact with the Personnel Committee. The committee must be provided with a Job Title, Job Description and recommended pay ranges as provided by the City Clerk/Personnel Director. The union must be notified in writing upon the creation of any new job titles for permanent part-time positions of at least 20 hours per week and for all full time positions within the Public Works bargaining unit, excluding managerial, supervisory, confidential and professional employees. (See Article 8, Section 2 of the Public Works Contract).

3. Positions to be filled in the Police (excluding dispatchers) or Fire Departments are done with the approval of the Police and Fire Commission. 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 Personnel Director, or designee, will participate in the interview process.

4. Internal posting of the positions (new or replacement) is required for at least five (5) working days, which days shall be in two (2) separate weeks before the final date of acceptance of applications.

5. If position is not filled from within, outside advertisement will be initiated by and managed by the City Clerk/Personnel Director's staff for conformance to Federal requirements.

6. 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 Department Head or designee, a member of the Common Council and other appropriate City employee(s) or non-city employee(s) with the appropriate technical/professional background. The City Clerk/Personnel Director, will participate in all interviews.

7. 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.

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

9. The Interview Panel should interview at least five (5) applicants if available and certify the top applicant to the Department Head along with a list of the remaining applicants in prioritized order. Choice by the Department Head other than the top candidate requires a written response to the Mayor documenting the reason(s) for not choosing the Interview Panel's recommendation. Reference checks will be the responsibility of the Department Head.

10. 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.

11. Orientation of the new employee will be done by the City Clerk/Personnel Director's staff, 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. Department Heads and the employee's immediate supervisor will go over Work Rules and specify safety requirements in more detail. All bargaining unit positions will also receive a copy of their union contract.

Approved by Council: 05/09/06