

EMPLOYMENT POLICIES, PRACTICES AND PROCEDURES

EEO and AAP Policy Statement

The policy and intent of the City of Willmar is to provide equal opportunity for employment to all persons.

This policy prohibits discrimination because of race, color, religion, sex, or national origin except in the case of a bona fide occupational qualification.

This policy applies to all phases of employment and with the concept of affirmative action and equal employment opportunity. Both must be consistent with and fundamental to implementation of the City's personnel system, and designed to assure meaningful employment opportunities to all segments of the community from which personnel are drawn.

All City employees will cooperate to ensure this policy is followed.

The purpose of this policy is to establish an equitable procedure for hiring in the City of Willmar.

This policy is intended to cover all permanent full-time and permanent part-time employees of the City of Willmar except those employees covered by an ordinance or an approved procedure by the City Council. Employees of the Municipal Utilities Commission, Rice Hospital, and those employees covered under rules of the Police Civil Service Commission are excluded. Seasonal and temporary employees are also excluded.

ADMINISTRATION

Responsibility for administration of this policy shall be that of the City Administrator and the Human Resource Director (Labor Relations Committee).

POSTING PROCEDURE STEPS

1. The Department Head and the Human Resource Director shall review the position's job description for changes needed and create a rating form for selecting applicants to interview. (If no changes are needed proceed to posting procedures #4).
2. The updated job description shall be reviewed by the City Administrator.
3. The job description is sent to the Labor Relations Committee (if one is in place) then to the Council for approval.
4. The position will be posted first internally, for five calendar days. If no qualified candidates are found the position will be posted externally.
5. Applications shall be reviewed by the Department Head and the Human Resource Director.

CREATING NEW PERMANENT FULL-TIME OR PART-TIME POSITIONS

1. A proposal for creating a new permanent position shall be submitted concurrently to the Human Resource Director and the City Administrator for review along with the follow items:
 - Justification for the position
 - Job description
 - Salary range
2. Upon City Administrator approval the documents will then be sent to the Labor Relations Committee if one is in place. The committee will review and send to Council.
3. Council will review the documents for approval.
4. When the position is approved by the Council - follow the posting procedures to fill the position.

INTERVIEW PROCESS AND PROCEDURES

The Department Head and the Human Resource Director will:

1. Create the interview rating form and interview questions.
2. Select the interview committee members.
3. Select the date, time, place for interviews to be conducted.
4. For Department Head vacancies the Human Resource Director and City Administrator will conduct the above steps together.

Who Calls the Applicants for the Interview?

1. The Department Head's Administrative Assistant or the Human Resource Director will notify the applicants that qualified for an interview.

Who decides the Best Applicant for the position?

1. The interview committee, the Department Head, and the Human Resource Director will assess the interview evaluation forms and discuss each applicant's qualifications for the position.
2. When an applicant is selected by the committee - Employment references are conducted by the Department Head (or Human Resources) in order to verify employment history, applicant qualifications, and to determine suitability for employment.

3. When the reference checks are finished, all documents will be given to the Human Resource Director for review. Upon approval from the HR Director the Department Head will notify the City Administrator through written documentation the selected applicant to be hired.
4. Upon approval from the City Administrator, the Department head will conduct a verbal hiring offer to the applicant.

Items to include in the hiring offer are:

- Salary
- Start Date
- Physical and/or Drug testing information (if need be for the position)

Note: Benefit questions from the applicant refer the applicant to the Human Resource Director.

5. Upon the applicant's verbal acceptance of employment, the Department Head will complete a New Hire form and submit it to the Human Resource Director.
6. The Human Resource Director or the City Administrator will complete a hiring offer letter and send it to the applicant by email, U.S. mail, or fax. In the hire letter the applicant will be asked to respond back accepting the offer of employment.

APPROVALS AND REVISIONS

Any revisions needed in this policy must be sent for review to the HR Director, and then reviewed and approved by the City Administrator, forwarded on to the Labor Relations Committee if one is in place, and then the Council for final approval.

Mayor

Date _____

City Administrator

Human Resource Director

Revised June 2017
 Revised 08/07/1995
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