

SECTION 2 RECRUITMENT

The City of Logan desires to fill all positions with applicants that best match the position requirements and the needs of the City. Further, it is the intent of the City to consider qualified in-house applicants when appropriate.

2-01 EQUAL OPPORTUNITY

- 2-01 (1) The City of Logan is an "Equal Opportunity Employer" and selects, hires, promotes, and compensates employees without regard to race, religion, age, disability, gender, color, national origin, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.

2-02 NEPOTISM

- 2-02 (1) The City of Logan complies with state laws prohibiting nepotism, or the employment of relatives. Except as allowed by state law, the City prohibits City employees from employing, appointing, voting for the appointment of, directly supervising, or being directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- 2-02 (2) The City of Logan prohibits husband and wife working in the same department. When such a union has occurred it is necessary that one of the partners apply for a transfer to another position, if a position is available, or resign their employment with the City of Logan.
- a. Departments are encouraged to comply with this policy within a 120 day period.
 - b. Circumstances which may violate this policy at the time of adoption of the policy may be considered for exception.

2-03 JOB POSTINGS

2-03 (1) In general, notices of all job openings are posted, although the City of Logan reserves its discretionary right to not post a particular opening. Job openings may be posted in the following locations:

- The City's Web Site
- Employment Agencies
- Professional staffing services, trade journals
- Newspapers
- Internet
- Bulletin boards

Other recruiting sources may be used to fill open positions in the best interest of the organization.

2-03 (2) The hiring of employees and filling of positions within the City is achieved by the posting procedures established by the Human Resource Department.

2-03 (3) All job postings are coordinated between the Human Resource Department and the Department Head.

2-03 (4) Internal job postings are posted throughout the City of Logan organization for a period of not less than five (5) working days. Postings for open recruitment will be posted internally and externally concurrently for a period of ten (10) working days or more. Approval must be granted by the Human Resource Department for shorter recruitment periods.

2-03 (5) Hiring rosters for a specified period of time may be established with approval from the Human Resource Department.

2-04 APPLICATION REQUIREMENTS

- 2-04 (1) In general the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.
- a. All applicants for employment with the City of Logan are required to thoroughly complete all sections of the City Employment Application including all initials and signatures. The City of Logan will not make any assumptions regarding a person's knowledge, skill, or ability.
 - b. Incomplete applications are grounds for immediate disqualification.
 - c. Applicants are required to comply with the specific application instructions, requirements, and procedures as outlined in the Position Announcement.
 - d. All Employment Applications must be submitted to the Human Resource Department by the closing date and time of the job posting. Supporting documentation not submitted by the closing date and time may not be accepted.
 - e. The City accepts applications from all interested parties and evaluates applicants based upon job related criteria.
 - f. Falsification of any information required in the application process is grounds for immediate disqualification.
 - g. Individuals seeking employment with the City may complete Job Interest Cards when the desired position is not available.
 - h. Applicants for Civil Service positions are subject to the requirements outlined in the Civil Service Rules and Regulations.
 - i. The City conducts a background examination of applicants being considered for employment, including an evaluation of the applicant's personal and professional background and educational experience. The City also conducts a police record check of potential new employees.

- j. The City requires that all applicants take a pre-employment drug test subsequent to an offer of employment to determine the use of illegal drugs. The City may disqualify any applicant whose drug test indicates the presence of illegal drugs, controlled or psycho-toxic substances (except as legally prescribed and when taken in accordance with the issuing physician's prescription), substance adulterants, masking agents and other attempts to conceal substance use.
- k. A job offer may be conditioned on the satisfactory result of a post-offer "fitness for duty" medical examination or inquiry.

2-04 (2) A current City employee is not eligible to make application for posted positions if they are on:

- a. Disciplinary probation;
- b. Suspension.

2-05 SELECTION PROCEDURES

- 2-05 (1) Applications are received by the Human Resource Department and a database of applicants is developed. Once the database has been completed and the position announcement is closed, the applications are submitted to the appropriate department for review.
- 2-05 (2) The Department Head or his/her designee reviews applications for qualified applicants.
- 2-05 (3) Interviews are scheduled by the department and coordinated with the Human Resource Department.
- 2-05 (4) Assessment of applicants is based upon criteria for selection. All examinations are impartial, fair, practical, and designed to test the relative qualifications and fitness of applicants to discharge duties of the particular position they seek to fill. All assessments are conducted under the direction of the Human Resource Department.
- 2-05 (5) A search committee is organized under the direction of the Human Resource Department to recruit Division Manager and Department Head level positions.
- 2-05 (6) Department Heads, Division Mangers, and the Human Resource Department conduct appropriate reference checks and background investigations.