

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 1.0

Subject: Hiring Process

Effective Date: 01/22/2013

Approved by: Kyle Hayes | 05/01/2021
City Manager/Date

Chris Catalina | 05/01/2021
Personnel Director/Date

I. PURPOSE

This Policy shall apply to all civilian employees.

The purpose of this policy is to:

- A. Ensure fair and equal employment opportunities are given to all qualified applicants/employees while seeking to employ the best qualified individual.
- B. Prohibit employment practices that discriminate on the basis of an individual's age, sex, race, religion, national origin, disability, veteran status, or genetic information (with respect to both health insurance and employment) or any other protected status.
- C. Provide a fair, consistent, and responsible method of employee selection for job vacancies with the City.

II. RULES/PROCEDURES

- A. Department Directors or designees will be responsible for notifying the Personnel Department of all vacancies.
- B. For all positions to be filled, Personnel shall ensure that the position description is complete with appropriate salary, posting date, advertising source, department, job title, essential duties/responsibilities and that it is in accordance with the Americans with Disabilities Act.
- C. Vacancies advertised to City employees only shall normally be posted for not less than three work days.
- D. Personnel shall post all positions to be filled via the City website.

- E. The Personnel Department will advise appropriate personnel of their specific internal postings.
- F. The City will comply with federal and state statutes in executing its employment decisions.
- G. Failure to adhere to the guidelines stipulated in this policy may result in disciplinary action up to and including termination.

III. METHODS FOR FILING APPLICATIONS

- A. Applications and resumes for civilian employment, transfer, and promotion shall be completed and submitted online at www.cityofbeaumont.com.
- B. The Personnel Department, in conjunction with the department director or division manager, may decide to re-post vacancies to ensure that a sufficient number of qualified applicants have applied. Special postings to specific agencies will be handled by Personnel.
- C. Vacancies with a history of unavailability of qualified applicants shall be advertised with an “Open Until Filled” closing date.

IV. ESTABLISHMENT OF A QUALIFIED GROUP

- A. The Personnel Department will conduct the initial screening of all applications to determine those applicants who meet the required minimum qualifications and will then refer them to the department/division for review.
- B. Personnel will schedule interviews and administer any testing required for selected applicants unless authorization is given to the department/division to do so.
- C. The departmental interviewers shall electronically complete a Departmental Interviewer Rating Form listing essential job-related functions, skills, knowledge, education, experience, and all other required information for each applicant interviewed. The completed form is transmitted electronically to the Personnel Department.
- D. The hiring supervisors will rate and rank selected applicants electronically, and submit their decision to Personnel for processing.
- E. Prior to hiring, all hiring supervisors will be responsible for conducting reference checks.

- F. Department Directors are responsible for the final approval of all applicants selected for employment within their department.
- G. The Personnel Department is responsible for advising the applicant of his/her employment, contingent upon a successful drug/alcohol screening, background check, and any other required screening.
- H. The Personnel Department shall create an electronic Personnel Action Form to employ the selected applicant which will then require a final approval from the employing department's director or designee.

V. NEPOTISM

This section refers to the practice of favoring relatives over others.¹

Relatives include, but are not limited to, the first, second, and third degree of consanguinity (blood); adoption; and the first and second degree of affinity (marriage).

- A. Persons related through the third degree of consanguinity (blood relation) include:
 - 1. FIRST DEGREE - father, mother, daughter, son.
 - 2. SECOND DEGREE - brother, sister, grandparent, grandson or granddaughter.
 - 3. THIRD DEGREE - uncle, aunt, niece, nephew, great grandparent, great grandson, or great granddaughter.
- B. Persons related through the second degree of affinity (relative through marriage) include:
 - 1. FIRST DEGREE - husband, wife, son-in-law, daughter-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepson, stepdaughter.
 - 2. SECOND DEGREE - brother-in-law, sister-in-law, or spouse's grandparent, grandchild, step-grandparent, stepsister or stepbrother.

¹ Refer to Section 10, Article XVII of the City Charter for Mayor, City Council and City-Manager explanation.

GENERAL PROVISIONS:

- A. No employee or applicant may after the effective date of this policy be employed in, transferred to, or promoted to a position in a City Department where a relationship created through blood or marriage exists (see definitions above for reference).
- B. Individuals who find themselves in violation of this policy on the date it becomes effective shall not have their employment status affected.
- C. Should a current employee become a relative of another employee due to reorganization, promotion, or marriage between two city employees, and fall under the provisions of this rule, the employee with the lower rank shall be transferred to another department, resign, or be terminated. The City Manager may make exceptions to these provisions.

VI. RESIDENCY

- A. In accordance with the City's Charter, "Qualifications being equal, citizens of the City of Beaumont shall be given preference in employment for all City positions..."

VII. REEMPLOYMENT

- A. Requests for reemployment of former employees will be screened by the Personnel Department in the same manner as all applicants.
 - 1. Former employees who left the City in "good standing" shall be eligible for rehire provided their qualifications are suitable to a vacant position. Good standing for the purpose of this policy shall imply that the employee gave a proper resignation notice, had a good attendance record, performed his/her job duties in a satisfactory manner, and fulfilled all other job requirements.
 - 2. All rehires will require City Manager approval.
 - 3. Individuals who left due to violations of the City's Drug-Free Workplace Policy shall be required to meet all policy guidelines, where applicable, before being considered for rehire.
 - 4. All request for rehires must be submitted with justification to Personnel for review. Personnel will submit the request to the City Manager for final approval.

B. Layoff

- A. Reemployment preferences will be extended to employees who have been laid off, for one year from the date of the layoff.

VIII. EXCEPTIONS

Exceptions to this policy must have City Manager approval.