

THE CITY OF SOUTH EUCLID

EMPLOYMENT & HIRING POLICIES

The mayor and department heads are responsible for administering this policy and assuring its consistent application in every department in the City of South Euclid.

I. EMPLOYMENT POLICY

Personnel are hired based on qualifications for the available position and for positions for which the candidate can reasonably be expected to achieve in a reasonable time period. The employment process includes recruitment, selection and assignment of employees.

In accordance with Title VII of the Civil Rights Act of 1964 as amended and all other statutes, regulations and executive orders which address employment, affirmative action and non-discrimination, the City of South Euclid's policy is to fill positions with candidates selected on the basis of ability and qualifications, without regard to race, color, national origin, sex, age (40 and over – except as related to safety forces covered by civil service), religion, Vietnam-era veteran status or disability. Reasonable accommodations for known disabilities will be implemented to allow employees to perform job duties competently.

II. HARASSMENT INCLUDING SEXUAL HARASSMENT POLICY

We strive to provide our employees with an environment which encourages efficient, productive and satisfying work. Therefore, we are committed to a policy of providing a work place free from any form of sexual or personal harassment. We will not tolerate verbal or physical conduct which harasses, disrupts or interferes with work performance or which creates an intimidating, offensive or hostile environment.

It is imperative that all City employees be afforded a work atmosphere that is free from unwanted sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- C. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may involve pressure from a person of either sex against a person of the opposite or same sex and may occur in any relationship.

Each department head shall be responsible for taking immediate and appropriate corrective action when an act of sexual harassment in the workplace is alleged by:

- A. investigating and fully documenting any alleged act of sexual harassment, including the nature of the sexual advances and the context in which the incident occurred;
- B. documenting the corrective action taken based on the facts resulting from the investigation; and
- C. providing the above documentation to the mayor.

If the department head is the offender or has failed to properly investigate the matter, the said matter shall be directly documented to the mayor. Members of collective bargaining units may follow grievance procedures set forth in their contract, if one is available, or follow the procedure contained in this section.

Any case of alleged harassment is to be reported as soon as possible to and discussed with any department head of the complaining employee's choosing. The person chosen becomes accountable for promptly and confidentially addressing any allegation and notifying the complaining employee of departmental findings and conclusions. If an employee is not satisfied with the handling of a complaint of harassment, then the employee should bring the complaint to the attention of the Mayor.

Harassment, including sexual harassment, will be dealt with severely; violators are subject to disciplinary action up to and including discharge. Legitimate supervisory action to address employee performance or conformance to department policies shall not be considered harassment.

III. THE EMPLOYMENT RELATIONSHIP

Employment for non-represented employees with the City of South Euclid shall not be considered an employment contract, but a mutual relationship based upon need for work to be done to performance expectations. Employment is also subject to the regulations contained in the Ohio Revised Code.

IV. EMPLOYMENT OF RELATIVES

Immediate relatives of elected officials and department heads of the City of South Euclid shall not be hired to work as employees of the City excepting those who may be hired on a temporary or seasonal basis for a period not to exceed three months. Immediate relatives are defined as spouse, parents, siblings, grandchildren, children or any other similar family relationship such as stepchildren or parents-in-law.

V. TRANSFER & HIRING AUTHORIZATION POLICY

A. SCOPE OF POLICY

This policy covers all full-time personnel and part-time personnel who are not hired on a temporary or seasonal basis. It does not cover elected positions or elected officials.

B. PERSONNEL REQUISITION

The Personnel Requisition Form (Form A) shall be completed with a job description and standards and hiring specifications attached. It shall have the following approval signatures before any action to recruit for or to fill an open position:

1. Department Head – assures that the position is justified and budgeted and that an approved job description with performance standards is current.
2. Director of Finance – verifies budget.
3. Mayor – authorizes requested action to begin.

C. JOB POSTING

All City of South Euclid job opening are posted using the Job Posting Notice (Form B) to allow current personnel to self-nominate. Jobs shall be posted at the designated locations for at least five consecutive work days.

Job postings shall include:

1. the job title and description;
2. the title of the job to which it reports;
3. all requirements including education, training, experience, skills, certifications and licenses, and
4. special information such as hours of work, special work schedules or equipment used.

City employees shall indicate interest in the job opportunity by submitting a Self-Nomination Form (Form C) which is available at the City Hall reception desk area within two (2) weeks of the posting date to the job supervisor listed on the job posting notice (FORM B).

The selecting department head shall review all timely self-nominations for any position. All personnel meeting the required qualifications and certifications shall be interviewed. Persons not meeting the requirements shall be notified within a reasonable time period that they will not be interviewed.

Given that ability and qualifications for a posted job opening between individuals is determined by the department head to be relatively equal, those employees with the greater continuous service shall have preference of transfer and promotion.

D. INTERNAL RECRUITMENT & SELECTION

All interviewed candidates shall be given advance notice of the time and place of the interview. The interview shall address the knowledge, skills and experience the candidate offers and the requirements and expectations of the position. During the selection process the selecting department head shall review internal records of personnel being interviewed including related personnel file information to determine suitability for the job opening. At least two (2) persons, one of whom is the selecting department head, shall interview any qualified internal candidate.

Before an internal job offer can be made, the selecting department head shall review the internal candidate(s) with the mayor. The mayor must approve any permanent reassignment or transfer before an offer is made to an internal candidate. (See Paragraph G.)

Before an internal offer is made to a candidate, the selecting department head shall advise the current department head and discuss the transfer and release date to the new job. Normally, the employee will be transferred within 30 days of acceptance of an approved offer. The transfer shall be effective on the date of transfer or 30 days after the employee accepts the job offer, whichever is first.

Unsuccessful candidates shall be notified after the offer is accepted by the successful internal candidate. If there is no successful internal candidate, unsuccessful candidates shall be notified by the selecting department head before external candidates are contacted.

Before any external search can begin, the mayor and the selecting department head shall determine that no internal candidate is qualified for and interested in the opening.

E. EXTERNAL RECRUITMENT, SELECTION & VERIFICATION

Persons who are temporary or seasonal employees and individuals referred by current employees, as well as any other non-employees applying for employment, shall be considered only after full-time and permanent part-time employees have been eliminated from consideration.

External recruitment will generally include advertising in local media and/or listing with public agencies such as the Ohio Bureau of Employment Services. All responses to external recruiting shall be acknowledged (FORMS G-1 & G-2). Those persons determined to meet the position requirements shall be contacted to determine availability and interest in the opportunity. Provided that there are at least five (5) candidates remaining, at least the top five (5) candidates shall be interviewed.

Normally, candidates will be interviewed by at least two interviewers. Candidates invited for an interview shall complete the City of South Euclid Application For Employment (Form E) before being interviewed. Prior to a job offer the final candidate(s) shall have had at least two interviews, and job related information such as employment, education, certifications, licenses, background

and references shall be verified. The mayor must approve any proposed job offer. (See Paragraph G).

F. REQUIREMENTS PRIOR TO BEGINNING EMPLOYMENT

After an offer of employment is made, but before the first day of work any prospective employee shall have successfully completed a substance abuse screening and any medical examinations required by the City. In addition any prospective employee shall complete required hiring forms including evidence of eligibility to work in the U.S.A. (I-9 Form)

G. HIRING/TRANSFER AUTHORIZATION

Transfers: Before any current employee is transferred or reassigned, a Personnel Transfer Form (Form D) shall be completed. A copy of the Personnel Requisition Form shall be attached. This information shall be submitted to the Finance Director.

New Hires: Before any job opening can be filled (excluding temporary and seasonal openings), a Hiring Authorization Form (Form F) must be completed. A copy of the Personnel Requisition Form shall be attached.

Approval Signatures: The department head and the mayor must both sign the appropriate form (Form D or F) before an offer can be made to a candidate.

H. INTRODUCTORY PERIOD

After initial appointment or promotion the first 90 days in a job assignment shall constitute the introductory period (department heads shall have a one year introductory period). At the end of 30 days employment an employee shall be evaluated by the immediate supervisor and department head. Any employee whose work performance is determined to be unsatisfactory shall be required to correct the areas in which (s)he has not satisfactorily performed with the remaining portion of the introductory period.

If in the judgment of the employee or supervision, the employee will not satisfactorily complete the introductory period, employment shall be terminated during the introductory period. However, an employee, who has been promoted from a lower pay classification to a higher classification, may be returned to a lower job classification at the prior rate of pay provided a position is available. (A pay increase within a job classification shall not be considered a promotion.)

The effective date of these policies is: January 20, 2004.

Georgine Welo
Mayor