

CHAPTER 4

Recruitment and Selection

A. Equal Employment Opportunity

It is the policy of the City of Avondale to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, citizenship, genetic and family medical history information, medical marijuana cardholder status or any other legally protected status. The City of Avondale strictly prohibits any such discrimination or harassment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, and compensation.

B. Affirmative Action Policy

The City of Avondale is committed to the principles of affirmative action and proactively seeks to hire and promote qualified minorities, women, disabled persons, and veterans throughout all levels of the organization.

C. Vacancies

All vacancies in any class of position in the exempt and nonexempt services will be filled by an eligible applicant from an appropriate certified list or by means of voluntary demotion or a lateral transfer as approved by the Human Resources Director.

D. An Applicant for Full-time Employment

An applicant for full-time employment must be at least eighteen (18) years of age by the date of hire, and must be able to perform the essential functions and duties of the position, with or without reasonable accommodation.

E. Preference Points

Preference points shall be applied in accordance with Arizona Revised Statutes (ARIZ. REV. STAT. § 38-492).

F. Recruitment and Selection Process

1. Recruitment and Selection Process

The Human Resources Director is the final decision making authority with regard to the entire recruitment and selection process.

2. Vacancies

When a vacancy occurs, the department shall notify the Human Resources Department by sending a Personnel Requisition Form (PRF). The Human Resources Department will verify the information, check for a current eligibility list, and consider any special circumstances.

3. Recruitment Strategy

- a. Human Resources will meet with department representative(s) to determine the steps in the recruitment and selection process and devise a recruitment plan. The position will be reviewed and analyzed to make sure the job description is current and reflects the current requirements of the position.
- b. The Human Resources Department will advise departments on advertising and outreach approaches to insure a diverse applicant pool. Labor market conditions and/or any special requirements of the position will determine recruiting sources to be used, and the recruitment time period.
- c. Vacancies will generally be filled through an “open-competitive” recruitment process. These recruitments are open to the public. Although the City aspires to attain these goals, exceptions to the general rule will inevitably occur. The Human Resources Director has the authority to approve any exception to these guidelines. “Closed-promotional” recruitments are open only to City employees, and must be approved by the Human Resources Director. A department director’s request for closed-promotional recruitment must include a written explanation of how “closed promotional” recruitments will meet the requirement for a diverse and qualified pool of applicants.

4. Recruitment

- a. Notices of all City recruitments will be posted on the City internet and any other sources identified by the hiring department and the Human Resources Director.
- b. All applications for employment must be submitted online at www.avondale.org. Resumes will be accepted only as a supplement to the application.
- c. Applications will be accepted only during the posted recruitment period. A separate application must be submitted for each position.
- d. Closing Date Deadline. Completed applications and supplements (if applicable) must be submitted online by the date and time indicated on the posting.
- e. Submission of Applications. Applications will only be accepted when submitted online and fully completed.

5. Examinations

a. Screening Applications

- (1) The first step in the selection process is to screen applications for the minimum qualifications (MQs). Each application is reviewed for the education and experience to meet the stated MQs on the job announcement. Applicants who do not meet the MQs for a position shall not be eligible for employment.
- (2) The Human Resources Director and the hiring department will generally determine the method of evaluating the MQs prior to the job announcement.
- (3) The Human Resources Department will generally notify all applicants on the status of their application after the screening process. All applicants who meet the MQs will have their name placed on an eligibility list. Departments will use this list to select the most qualified candidates who will continue in the selection process. Job selection criteria must be job related and specific to the position that is being filled.

b. Testing

- (1) The selection process may contain one or more tests, including but not limited to interviews, written tests, skill tests, physical ability/fitness tests, polygraphs, psychological tests, medical tests, and background checks. Departments must submit to the Human Resources Department the names of applicants to be tested, criteria used for selection, test information, and panel composition prior to any testing. The Human Resources Director will review and approve all tests and the composition of interview panels.
- (2) The Human Resources Department will be responsible for the administration and security of all tests and testing materials.
- (3) The Human Resources Department shall send notification to applicants on test and selection results.

c. Reference and Background Checks

- (1) The Human Resources Department will conduct background and reference checks on all applicants that are being considered for hire.
- (2) Required education and professional certifications will generally be verified.

6. Selection

a. Conditional Offer

- (1) Prior to making a job offer the hiring department shall consult with the Human Resources Department to discuss the selection, starting date, salary offers, etc. All background, reference, and testing information must be reviewed and confirmed by the Human Resources Department before an offer will be made.
- (2) Once the candidate has been selected and a salary offer is confirmed, the Human Resources Department will extend a conditional offer (contingent upon successful completion of the pre-employment drug testing (specified positions only) and/or medical examination(s) (specified positions only). When a candidate accepts, the Human Resources Department will send an “offer letter” to the candidate. Employees may not start work until the Human Resources Department has notified the hiring department that the employee has successfully completed the necessary pre-employment examination(s).

b. Medical, Psychological and Polygraph Examination

- (1) A pre-employment drug screen (specified positions only) or medical examination is required (specified positions only).
- (2) Once a conditional offer of employment has been made to the applicant, the Human Resources Department will contact the candidate to schedule a pre-employment drug screen (specified positions only) and, if required, a physical and psychological examination (specified positions only).
- (3) The Police Department and Court require a pre-employment psychological and polygraph examination for the majority of their positions.
- (4) After consultation with the department director and appropriate subject matter experts, the Human Resources Director will make the final determination of fitness for employment based on the results of pre-employment examinations.

c. Required Documentation

New hire paperwork must be carefully reviewed and completed within two days of the start of employment. The paperwork to be reviewed, completed, and filed in the Human Resources Department includes:

- Personnel Action Form
- Application for Employment
- Retirement Enrollment Form
- Loyalty Oath (Arizona Revised Statutes 38-231)
- I-9 Form (Employment Eligibility Verification)

- W-4 Form (Federal Withholding Allowance)
- A-4 form (State Withholding Allowance)
- Personnel Policy Manual Receipt and Acknowledgement Form
- Kronos Acknowledgment Form
- Information Technology Policy Receipt Acknowledgement Form
- Signed copy of the Job Description

New hires that fail to provide appropriate I-9 documentation are subject to termination and will not be permitted to work for the City of Avondale.

d. Fingerprinting

The Human Resources Department will conduct fingerprinting for all employees and volunteers.

The Human Resources Department will notify departments of any relevant criminal history and assist with any follow-up necessary.

e. Returning Recruitment Materials to Human Resources Department

All recruitment and testing materials, including interview questions and rating forms, must be returned to the Human Resources Department after the position has been filled. All applications will be returned to the Human Resources Department. The application of the selected applicant must be returned to Human Resources.

f. Training

All newly hired full-time and part-time regular status employees are required to attend new employee training as soon as possible following their date of hire. Temporary and contractual staff as well as volunteers may attend if referred by their supervisors.

The department must call the Human Resources Department to schedule all new full-time and part-time employees.

g. Temporary Appointments

(1) When the need for a temporary employee occurs, the department shall notify the Human Resources Director by sending a personnel requisition form (PRF). The hiring department will contact the Human Resources Department to discuss the salary, length of employment, and options to be considered. A PRF must be completed and approved by the Human Resources Director and Budget Manager prior to an offer of employment being made to an individual.

(2) Length of Temporary Employment

- (a) In order to work within legal constraints and to preserve the “temporary” status of temporary employment, the maximum length of continuous service that a temporary employee can be employed will be one (1) year.
- (b) An exception to the one-year time limit can be made for temporary employees who are hired to work less than nineteen (19) hours per week. Requests for exceptions to the one-year limit under this provision shall be submitted in writing to the Human Resources Director for approval.
- (c) Temporary employees categorized as “seasonal” are not subject to the one-year service limit. “Seasonal Appointments” are defined as: performing duties for only one season or project per year, working no more than six (6) consecutive months during a twelve (12) month period, and having at least a six (6) month break in service before being rehired for the next season or project. This provision applies to all departments throughout the City.
- (d) Some temporary employees work on an as needed basis for the City and are kept on the records as active employees year round, even though they may only work sporadically during the year. Department directors will notify Human Resources of temporary employees working more than twenty (20) hours a week for twenty (20) weeks in a fiscal year.

(3) Temporary Agency Staffing

Temporary employees working through a temporary agency can be paid the salary the department and agency agree upon. Temporaries hired through City of Avondale must be hired within the pay range for an equivalent job. The Human Resources Director will discuss the salary with the department at the time the PRF is received.

(4) Nepotism

As with all employees, the City’s nepotism policy also applies to all temporary employees, including those hired through a temporary agency. It is the department director’s responsibility to ensure compliance with this policy.

(5) Payroll Taxes and Retirement Contributions

Temporary employees are subject to the normal payroll taxes including federal and state income tax and social security tax. Temporary employees may be subject to Arizona State Retirement System contributions if the employee works twenty (20) or more hours per week for twenty (20) or more weeks per fiscal year. The employee may also be subject to retirement contributions if the employee is already contributing to the retirement system through another employer. It is the responsibility of the department director to determine the employee’s eligibility for retirement contributions.

G. Seasonal Appointments

Seasonal appointments will be made to positions that are seasonal in nature. Initial appointments shall be made from certified eligibility lists. A person who receives a seasonal appointment is eligible for successive seasonal appointments to the same class without re-evaluation procedure or re-certification. Appointments of seasonal employees will be limited to a maximum of six (6) months of consecutive employment in a twelve (12) month period.

H. Limited Appointments

Limited appointments will be made to positions that are expected to support special projects for a limited time period. Appointments shall be made for no less than twelve (12) months and no more than three (3) years. The length of the appointment is dependent upon project needs, available revenue from the funding source, and/or the City's ability to fund the appointment. Limited appointments shall be made from certified eligibility lists. Refusal of a candidate on an eligibility list to accept an appointment to a limited position will not affect eligibility to a regular appointment.

I. Non-budgeted Appointments

All requests for non-budgeted appointments must be made in writing through the Human Resources Director and approved by the City Manager. Written approval from the City Manager must be received by the Finance and Budget Department and the Human Resources Department prior to the appointment of an employee.

J. Emergency Appointments

In the event of an emergency, the City Manager may select and appoint persons without regard to the policies and procedures governing appointments, but in no case will such emergency appointments continue longer than ninety (90) days nor will it be renewed after ninety (90) days by successive appointment of the same person to the same class in the same department.

K. Probationary Period

All appointments to positions in the service of the City of Avondale are made subject to a probationary period.

1. Purpose

The purpose of a probationary period is to provide a reasonable time for the employee to perform the full range of duties of the position and allow the City a reasonable amount of time to fully assess the employee in this position. All appointments to classified positions in the City of Avondale are subject to an original probationary period consisting of full-time, active, continuous employment. The probationary period may be adjusted to exclude suspensions, leaves of absence, sick, and vacation leave or any other absences.

a. Types of Probation. There are two types of probation, original probation and promotional probation.

(1) Original Probation.

- (a) Duration of Original Probation. An original probationary period is one year except as noted otherwise. Upon request of a department director, the Human Resources Director may establish a longer period for any class of positions in the department. In no case will the specified probationary period for a class be less than one year.
- (b) Police. Sworn Police Officers shall complete a twelve (12) month original probationary period following graduation from the training academy. All other Police Department positions shall serve a twelve (12) month original probationary period. Probation may be extended up to an additional six (6) months. All certified detention staff will serve a twelve (12) month original probationary period following graduation from the training academy.
- (c) Fire. Firefighters shall complete a twelve (12) month original probationary period following graduation from the recruit training academy. All other Fire Department positions under the Public Safety Retirement System shall serve a twelve (12) month original probationary period. Probation may be extended up to an additional six (6) months.
- (d) Extensions of Original Probation. A department director may extend an employee's original probationary period. These extensions must be made in writing and acknowledged by the employee and the Human Resources Department. No original probationary period may be extended beyond six (6) months. The Human Resources Department must authorize any extension of probation. The probationary period may be extended to include suspensions, reductions in pay in lieu of suspension without pay, sick, and vacation leaves, leaves of absence, or any other absences. Employees on original probation may have their probationary period extended due to performance concerns identified in their performance evaluation.
- (e) Completion of Original Probation. The department director must evaluate a probationary employee and submit an employee performance evaluation to the Human Resources Department at least fifteen (15) days prior to the expiration of the employee's probationary period. If an employee performance evaluation is not submitted fifteen (15) days prior to the expiration of the employee's probationary period, the probationary period of the employee will automatically be extended for thirty (30) calendar days. Written justification must be provided to the employee to extend the original probation beyond the thirty (30) calendar day period. At the end of

the thirty (30) day automatic extension the Human Resources Department will bring the department management and the probationary employee together to determine probationary status. Completion of probation shall not be considered automatic and shall not occur by default. Completion of probation shall be indicated by submission of a performance evaluation to the Human Resources Department. A satisfactory performance evaluation is required to justify completion of probation.

- (f) Termination. If the department director determines at any time during an original probationary period that the services of the probationary employee are no longer required for any reason or for no reason, the employee may be dismissed without the right of appeal. A written notice of termination must be provided to the probationary employee. All terminations of probationary employees must be authorized by the Human Resources Department.

(2) Promotional Probation.

- (a) Duration. An employee who is promoted shall serve a six (6) month promotional probationary period except as noted otherwise in these policies. Employees on promotional probation may have their probationary period extended due to performance concerns identified in their performance evaluation. No promotional probationary period may be extended beyond three months. The Human Resources Department must authorize any extension of probation. The probationary period may be extended to include suspensions, reductions in pay in lieu of suspension without pay, sick, and vacation leaves, leaves of absence, or any other absences.
- (b) Police. All Police Department employees shall serve a twelve (12) month promotional probationary period.
- (c) Fire. All Fire Department positions under the Public Safety Retirement System shall serve a twelve (12) month promotional probationary period.
- (d) Extensions. The probationary period for fire employees under the public safety retirement system and for all police employees may be extended to include suspensions, reductions in pay in lieu of suspension without pay, sick, and vacation leaves, leaves of absence, or any other absences. Employees on promotional probation may have their probationary period extended due to performance concerns identified in their performance evaluation. No promotional probationary period may be extended beyond six (6) months. Human Resources must authorize any extension of probation.
- (e) Reversions. An employee who fails to successfully complete a promotional probation shall revert to a vacancy in the current employing department in the class in which regular status was held immediately prior to the

promotion, without the right of appeal. A reversion shall not preclude the imposition of any disciplinary action. A reduction in force may be conducted if no vacancy exists.

b. Demotion

Except as otherwise provided in these policies, if a department director demotes an employee, the employee shall not be required to serve a probationary period in the position to which demoted unless the employee was still on probation at the time of the promotion.

c. Reduction in Grade for Promoted Employees

Employees serving a probation period as a result of promotion may be returned to their former positions for a variety of reasons. Promoted employees reduced in grade for non-disciplinary reasons may be returned to their former positions in the classified service without having to repeat the probation period for that position.

d. No Appeal Rights

The City may, within its sole discretion, suspend or dismiss any employee during his/her original probationary period and demote any employee during his/her subsequent promotional probationary periods. There is no right of appeal for such actions.

e. Accrual of Leave

Employees serving an original probationary period will accrue leave. During the original probationary period accrued leave may be granted with the approval of the department director.