

2.60.020 - Employee hiring.

- A. Employment. Job descriptions defining the essential functions of the vacant position shall be drafted and adopted before the vacancy is posted or otherwise advertised internally or externally.
- B. Recruitment.
 - 1. Internal Advertising.
 - a. It is the city's policy to give first consideration to fill a job position to regular full-time or part-time employees, as long as they have completed their probationary period and they were initially hired through an external advertising process.
 - b. A written notice of the opening will be posted for no less than five weekdays where all city employees will have notice of an opportunity for promotion.
 - 2. External Advertising.
 - a. Only the human resource department, or designee, is authorized to place advertisements and respond to inquiries from employment agencies and/or job applicants.
 - b. Job opening notices indicating the appropriate qualifications must be advertised in accordance with the city's affirmative action plan, as deemed by the human resource department, on at least three separate days.
- C. Selection.
 - 1. Nepotism. It is the policy of the city to comply with the provisions of Utah's Anti-Nepotism Act, Section 52-3-1, Utah Code Annotated, as amended. 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. Although not expressly stated, this provision also includes stepchildren or stepparent relationships (i.e., the statute covers all relations by consanguinity or affinity within the degree of first cousin).
 - 2. Employment of Minors. It is the policy of the city that no one under the age of fourteen shall be hired for any position.
 - 3. All individuals considered for any position must meet the minimum requirements as outlined in the job description and determined by the human resource department.
 - 4. Selection Process.
 - a. If three or more current, qualified city employees apply for the position through the internal advertising process, as described above, then no external advertising will occur and the department head, or designee, shall select the person from the top three candidates, as determined by an interviewing process or similar mechanism.
 - b. If fewer than three current, qualified city employees apply for the position, then the human resource department shall conduct an external advertising of the position. Any current city employee applying through the internal advertising process shall be guaranteed to be one of the top three candidates from which the department head, or designee, may select, provided that employee meets the minimum requirements for the position.
- D. Placement.
 - 1. Rejection Letters. Within five working days after the job offer has been accepted, non-selected job applicants shall be notified. The human resource department, or designee, will send a job rejection letter to each job applicant who was not selected for a job opening.
 - 2. Job Offers. The job offer letter shall clearly state that the offer is not accepted until the candidate signs the written form and returns it to the city by the requested date.

3. Medical Examinations. Once the city has extended a conditional job offer to the job applicant, a medical interview or examination may be conducted by a health professional chosen by the city to determine a job applicant's ability to fulfill essential job related requirements. Only the human resource department, or designee, may authorize such interviews or physical examinations. All costs for required medical interviews or physical examinations will be borne by the city. The prospective employee must sign a written release of this information to the city.
4. Reinstatements. Employees who are reinstated into the city may maintain their original anniversary date for seniority purposes as well as for those benefit programs governed by the anniversary date. The policy will be as follows:
 - a. Layoffs. Employees who terminate because of reduction in work force will maintain their original anniversary date for seniority purposes if they are re-employed by the city within one year after date of termination.
 - b. Voluntary resignations. Employees who voluntarily terminate their employment with the city may maintain their original anniversary date, subject to human resource department or designee's approval, if they are re-employed by the city within six months after date of termination.
5. Orientation. Newly hired employees shall complete all required paperwork and receive orientation as a new employee of the city on their first day of work, or as soon thereafter as possible.
6. Probationary Period.
 - a. All police, fire, or dispatch new employees shall be subject to a one-year probationary period. All other new employees shall be subject to a six-month probationary period. During this period, probationary employees may be terminated with or without notice for any or no reason without any right to due process, notice, explanation, or appeal in connection with said termination.
 - b. Present employees who are transferred or promoted to another position shall be on probation until the completion of their initial probationary period or for a period of three months, whichever is longer. Present employees who are transferred or promoted to a police department position shall be on probation for a one-year period beginning at the time of transfer or promotion.
- E. Volunteers. Volunteers are considered employees of the city only for the purposes of:
 1. Workers compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of employment.
 2. Operating city-owned vehicles or equipment when the volunteer is properly licensed to do so.
 3. Liability insurance coverage offered employees.

(Ord. 98-15 § 2 (part))