

REQUEST FOR COUNCIL ACTION

SUBJECT: Policy on hiring practices for the City of West Jordan.

SUMMARY: This will discuss the policy on how the City will fill vacant positions. While there is not a written policy at this time, the proposed resolution will outline objectives and directives intended to promote a healthy and competitive process that seeks to find the best applicant for the position while supporting the advancement, promotion, and development of skills for employees within the City.

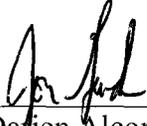
FISCAL IMPACT: The policy and resolutions intends to strike a balance that will actually save the City money over advertising every position externally.

STAFF RECOMMENDATION:
To consider the resolution that places the responsibility with the department director and HR department to determine when it is best to advertise internally or externally.

MOTION RECOMMENDED:

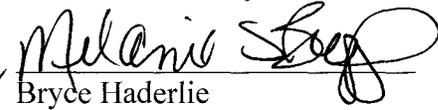
“I move to adopt Resolution 15-04 confirming the intended process to fill positions within the City of West Jordan.”

Reviewed and recommended by:

for 

Dafien Alcorn
Deputy City Attorney

Recommended by:

for 

Bryce Haderlie
Interim City Manager

BACKGROUND DISCUSSION:

There is no formal written policy on how positions will be advertised and filled in the City. An informal directive from the Council has set the precedent that all positions will be advertised internally and externally. While the staff has followed this Council position for the past couple of years, the Council has asked that this subject be revisited.

With approximately 50% of all positions being filled internally through this hiring process and recognizing that preparing existing employees to advance with knowledge and a history of the organization is in the City's best interest, a resolution has been prepared to formalize the process.

The ability for employees to prepare themselves through education, experience, and mentoring to take on additional responsibility is in the best interest of the City and the morale of the employees. The Council wants to ensure that internal candidates are adequately prepared for the role and that unqualified candidates are not promoted due to political influence or internal bias. Internal candidates who meet the minimum job requirements will be considered for the position but are not guaranteed the promotion.

The language contained in the resolution is intended to formalize the activities going forward and evaluate how it is working throughout the City at six months and then a year before deciding if it should be included in the Employee Policy Manual.

THE CITY OF WEST JORDAN, UTAH

A Municipal Corporation

RESOLUTION NO. 15-04

A RESOLUTION FORMALIZING THE CITY OF WEST JORDAN, UTAH ADVERTISING AND APPLICATION PROCESS TO FILL POSITIONS IN THE CITY

RECITALS

WHEREAS, the City desires to hire the best applicant for any and all positions that it fills in order to have a qualified and skilled workforce; and

WHEREAS, the City has been following an unwritten Council directive to advertise all open positions externally and internally (except for upper level positions in the Police and Fire Departments); and

WHEREAS, the City recognizes the value of preparing staff with education, skills and experience to handle additional responsibility which benefits the organization through better decision making, job coverage, succession planning and a host of other benefits of both tangible and intangible value; and

NOW, THEREFORE, the City Council resolves as follows:

(Beginning Option 1)

Objective

The City of West Jordan offers employees promotions to higher-level positions when appropriate. Unless outside recruitment is considered to be in the City's best interest, we prefer to promote from within our organization. We will generally consider internal applicants prior to posting the job externally, however internal applicants are not guaranteed a promotion simply by meeting the minimum qualifications of the job. The City of West Jordan is committed to promoting the most qualified employees within the organization without regard to race, color, sex, national origin, religion, age, disability, genetic information, or marital or veteran status.

Eligibility

The City of West Jordan encourages all employees to seek advancement opportunities and to obtain promotion and career guidance from their supervisors, department heads and the Human Resource (HR) Department.

Employee eligibility for promotion will be determined by the requirements of the position to be filled. To be eligible, employees must have held their current position for the minimum probation period, have a satisfactory performance record and have no disciplinary actions within the past year. The City of West Jordan retains the discretion to make exceptions to the policy by the City

Manager when deemed necessary or in the City's best interest.

Procedure

Job openings and promotions for which employees may be eligible will be posted internally for a minimum three (3) days. When job openings or promotion opportunities are posted: a) interested employees must complete a Transfer Request Form and submit it with a resume to the HR department prior to the cutoff date specified in the posting, b) the HR department and director of the hiring department may, at its discretion, either post the job concurrently or after the internal posting period.

Employees who are candidates for job openings and promotions will be considered for the position according to the procedures outlined in the City Code and Employee Handbook.

Employee candidates for promotion will be screened and selected based on work records, performance appraisals and job-related qualifications, including, in some instances where permissible by law, aptitude or achievement tests. As per City policy, promoted employees will be subject to a 90-day probationary period and periodic managerial review in their new positions.

Effective Date and Pay Changes

The position will become effective following the same process used for new hires. This includes the acceptance of the job offer by the applicant and approval of the HR department, the Department Head, and the City Manager. The effective date of the pay change will correspond with the effective date of the promotion.

(Ending Option 1)

This Resolution shall take effect immediately.

Adopted by the City Council of West Jordan, Utah this 7th day of January, 2015.

ATTEST:

KIM V. ROLFE
Mayor

MELANIE S. BRIGGS, MMC
City Clerk

Voting by the City Council:	"AYE"	"NAY"
Councilmember Hansen	_____	_____
Councilmember Haaga	_____	_____
Councilmember McConnehey	_____	_____
Councilmember Nichols	_____	_____
Councilmember Southworth	_____	_____
Councilmember Stoker	_____	_____
Mayor Rolfe	_____	_____

(Beginning Option 2)

Objective

The City of West Jordan offers employees promotions to higher-level positions when they demonstrate appropriate aptitude and capability to fulfill the position and it is in the best interest of the City. The Department Head and HR Department will consider internal applicants prior to posting the job externally, however internal applicants are not guaranteed a promotion simply by meeting the minimum qualifications of the job. The City of West Jordan is committed to finding the most qualified employees for the organization without regard to race, color, sex, national origin, religion, age, disability, genetic information, or marital or veteran status.

Eligibility

The City of West Jordan encourages all employees to seek advancement opportunities and to obtain promotion and career guidance from their supervisors, department heads and the Human Resource (HR) Department.

Employee eligibility for promotion will be determined by the requirements of the position to be filled. To be eligible, employees must have held their current position for the minimum probation period, have an exceptional performance record and have no disciplinary actions within the past year. The City of West Jordan retains the discretion to make exceptions to the policy by the City Manager when deemed necessary or in the City's best interest.

Procedure

Job openings and promotions for which employees may be eligible will be posted internally for a minimum three (3) days. When job openings or promotion opportunities are posted: a) interested employees must complete a Transfer Request Form and submit it with a resume to the HR department prior to the cutoff date specified in the posting, b) the HR department and director of the hiring department may, at its discretion, either post the job concurrently or after the internal posting period.

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(Ending Option 2)