

BILL NO. 1992

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION II. PRE-EMPLOYMENT PROCEDURE IN THE CITY OF CUBA EMPLOYEE HANDBOOK TO AMEND PROCEDURES FOR PRE-EMPLOYMENT SCREENING.**

**WHEREAS**, the Board of Aldermen of the City of Cuba, Missouri (City), has determined that it is in the best interests of the City to amend the policies for pre-employment screening for the hiring of employees for the City of Cuba.

**NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:**

**Section 1** - The City of Cuba, Missouri, hereby approves and adopts the addition to Section II Pre-Employment Procedure to establish additional policy and adopting forms. A copy of said policy are attached hereto as Exhibit "A"

**Section 2** - This ordinance shall be in full force and effect as of the date of its passage by the Board of Aldermen of the City of Cuba, Missouri.

**READ AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI, THIS \_\_\_\_\_th DAY OF APRIL, 2021.**

\_\_\_\_\_  
CODY LEATHERS, MAYOR

Attest:

\_\_\_\_\_  
CHRISTINE NASH, CITY CLERK  
(City Seal)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CODY LEATHERS, MAYOR

Attest:

\_\_\_\_\_  
CHRISTINE NASH, CITY CLERK  
(City Seal)

Approved as to the form.  
WILLIAMS, ROBINSON, RIGLER & BUSCHJOST, P.C.

By: \_\_\_\_\_  
Lance B. Thurman, #51214  
901 North Pine Street, Fourth Floor  
Post Office Box 47  
Rolla, Missouri 65402  
(573) 341-2266

ATTORNEYS FOR THE CITY OF CUBA, MISSOURI

Alderman	Vote on First Reading On _____, 2021	Vote on Second Reading On _____, 2021
Kevin Copling		
Sam Black		
Debbie Martin		
Warren Graddy		
Curtis Holt		
Jeff Bouse		

## **Hiring Policy for Departmental Supervisors and Employees**

**Administration personnel – City Clerk/Comptroller, Public Works Director, or Police Chief) and Department Supervisors meeting with Departmental Committee to discuss the need to fill a position.**

**1. Requisition presented to the council with committee recommendations for approval. Requisition forms can be found in the salary study appendix.**

- **Council has the opportunity to reject the requisition with explanation**

**2. Advertise for position both Internally & Externally**

- **If there is an internal qualified candidate, then posting in the newspaper is not necessary and will move automatically to step 6.**

**3. Applicable administration personnel, Department Supervisor and Department Committee review the applications**

**4. Appropriate administration personnel, Department Supervisor and (Department Committee if they so want) interview the qualified candidates.**

**5. Appropriate administration personnel and Department Supervisor review the selected candidates with the Departmental Committee**

**6. Appropriate administrative personnel presents the recommended candidate, along with the Departmental Committee recommendation to the council for approval.**

### **Administrative Personnel**

- **City Clerk/Comptroller - City Clerk duties are appointed by the Mayor and approved by the council. Comptroller duties will be at the oversight of the Mayor and council. The Mayor and the council reserve the right to seek any additional professional assistance.**
- **Public Works Director - will be at the oversight of the Mayor and council. The Mayor and the council reserve the right to seek any additional professional assistance.**
- **City Marshal is an elected position, which also serves as Police Chief.**
- **Department Supervisors - The Mayor and council reserve the right to seek any additional professional assistance.**