

Christine Nash

OLD (or Current)

**From:** Lance Thurman <LThurman@teamlex.com>  
**Sent:** Tuesday, April 6, 2021 4:06 PM  
**To:** Lainie Garbo; Cody Leathers; Christine Nash  
**Subject:** Hiring Policy changes  
**Attachments:** 2021 Section II Handbook.docx; Current hiring policy as of 01.28.21-3.pdf; Hiring Policy for Departmental Supervisors and Employees-1.docx

Please find attached the change for hiring policy. The current policy is the pdf. The ordinance is attached to adopt the word document as Exhibit A. It would probably be helpful to council to see both so they can see the changes. It is not in a flow chart format, but looking at them together makes the numbering format make sense to me. We could do for a first reading, or if necessary we could amend after the first reading and still adopt at the meeting on Thursday if there are other changes that need to be made.

SINCERELY,

LANCE B. THURMAN

WILLIAMS, ROBINSON, RIGLER & BUSCHJOST

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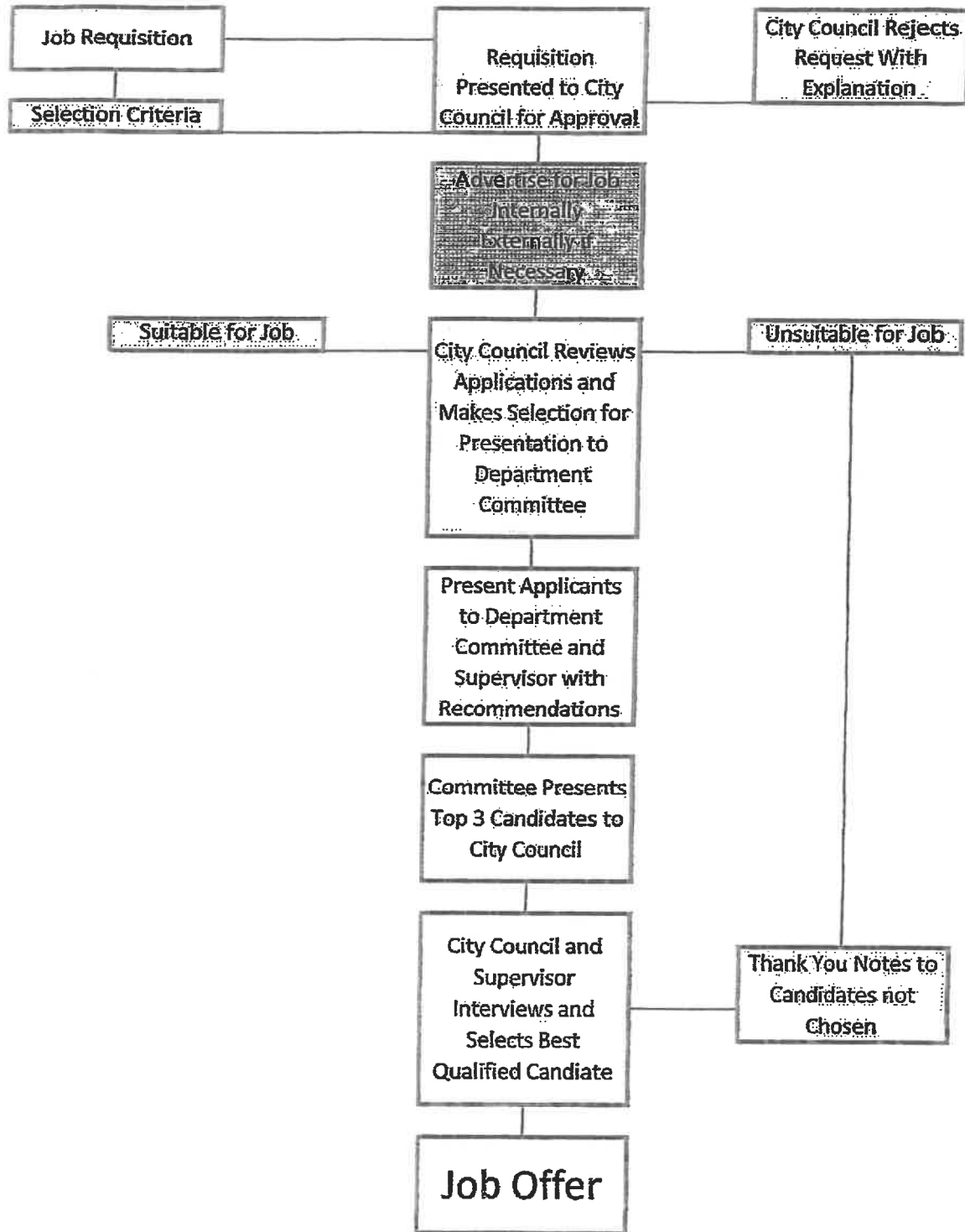
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# Hiring Process and Procedures

## **Objective**

City of Cuba believes that hiring qualified individuals to fill positions contributes to the overall strategic success of City of Cuba. Each employee, while employed, is hired to make significant contributions to City of Cuba. In hiring the most qualified candidates for positions, the following hiring process should be followed.

## **Personnel requisitions**

Personnel requisitions must be completed to fill City of Cuba positions. Requisitions must be initiated by the department supervisor, approved by the Public Works Director if applicable, and then forwarded to the Cuba City Council for approval.

Personnel requisitions should indicate the following:

- Position title.
- Position's hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Current job description
- Any special recruitment advertising instructions.

## **Job postings**

All regular exempt and nonexempt job openings are posted on City of Cuba intranet and bulletin boards for employees to review. Jobs will remain posted until the position is filled.

## **Internal transfers**

Employees who have been in their current position for at least one year may apply for internal job openings. This requirement may be waived with the consent of the employee's supervisor, Public Works Director if applicable, and the Cuba City Council.

Employees must complete an application. The form must be completed and submitted to the department supervisor within one week after the job is posted.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified in writing by the City Clerk.

## **Recruitment advertising**

Positions are advertised externally based on need and budget requirements. The City Clerk is responsible for placing all recruitment advertising.

### ***Interview process***

The Cuba City Council will screen applications and resumes prior to scheduling interviews.

City Council will forward applicant recommendations to Department Committee and Supervisor.

Department Committee will present no more than 3 applicants for consideration to Cuba City Council.

Cuba City Council, Public Works Director if applicable, and Supervisor will interview candidates to make selection.

All applications and resumes of applicants not selected must be forwarded to the City Clerk for retention.

The City Clerk will notify, in writing, applicants who are not selected for positions at City of Cuba.

### ***Reference checks, criminal background checks, and drug and alcohol testing***

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

The City Clerk will check references for candidate and contact final candidate to complete a pre-employment drug and alcohol screen.

### ***Job offers***

If the City Clerk receives satisfactory results from the reference checks, criminal background check, and the drug and alcohol screen, it will notify the candidate to confirm the job offer.

### ***Initial start date and orientation***

On an employee's start date, the employee will complete required paperwork and an orientation with the City Clerk. The new employee's supervisor is responsible for providing a department orientation for the new employee.

The employee's supervisor will complete the New-Hire Checklist with new employees and review department policies and procedures.

**JOB REQUISITION FORM**

Date of Request: \_\_\_\_\_

Position Title: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

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**REASON for RECRUITMENT:**

*(New job descriptions must be attached for all positions.)*

\_\_\_\_\_ **Replacement Position**

Name of persons being replaced: \_\_\_\_\_

Have the job responsibilities changed: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, please provide details in position information section.)

Salary Range: \_\_\_\_\_

\_\_\_\_\_ **Reallocated Position** *(reallocation of vacant, budgeted position within department)*

Name of current vacant position: \_\_\_\_\_

Current Salary Range: \_\_\_\_\_

Recommended Salary Range: \_\_\_\_\_

\_\_\_\_\_ **Budgeted New Position** *(job description attached)*

Budgeted Salary Range: \_\_\_\_\_

\_\_\_\_\_ **Non-Budgeted New Position** *(job description attached)*

Recommended Salary Range: \_\_\_\_\_

