

**EASTERN MUNICIPAL WATER DISTRICT
HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES**



SECTION: Recruitment and Selection Policy	DATE: August 4, 2006	PREPARED BY: Human Resources
PAGE: 1	REVISION DATE: July 24, 2008	APPROVED BY: Angela Carman

I. Policy

Pursuant to Ordinance 30, as amended, Section 5.A Conditions of Employment, it is the policy of the District to appoint the best of the qualified applicants for each position without regard to race, color, religious creed, national origin, sex, age, physical disability (including HIV and AIDS), mental disability, medical condition (such as cancer), or marital status. The General Manager or designee shall establish selection procedures, which shall ensure the employment of the best-qualified applicants, including such factors as job related education, experience, skills, and knowledge.

Further, it is the policy of the District to first consider qualified existing employees with Regular status before considering the employment of new employees to fill position vacancies. Employees must have successfully completed their initial probation period before applying for other employment opportunities within the District.

Exercise of the District's values of honesty and integrity are paramount to the effective recruitment and selection of quality employees. At all times the process must be perceived as fair, straightforward, and non-discriminatory. The outcome of the selection process should never be assumed or announced until the process is complete and all approvals are received. Selection announcement will generally be made by the Human Resources Management staff to ensure that all candidates are informed of the results. Exceptions must be approved by the Director of Human Resources & Risk Management or designee.

Violation of any aspect of this policy may result in the selection process being nullified and the involved individuals made subject to the disciplinary process.

II. Employment of Relatives

Relatives of existing employees are not prohibited from employment with the District, however, to avoid the perception of favoritism the following policy is established. Anyone involved in any step in the selection process must take every precaution to avoid the perception of nepotism or favoritism. That includes removing his or herself from the selection process involving a relative. Moreover, those involved in the

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selection process have an ethical duty to remove themselves from the process if they determine they cannot make an objective evaluation.

- A. Relatives are defined as spouse, domestic partner, child, grandchild, mother, father, grandparents, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, foster child, ward of the court, or any step relations.
- B. The appointment or continued employment of individuals under the direct or indirect supervision of a relative is prohibited.
- C. No immediate family member (as defined within the MOU) of an existing employee may be appointed to a student worker position.
- D. Relatives should not work under the same immediate supervisor nor in such close proximity that one relative checks or completes the work or financial operations performed by another.

III. Procedure

The following procedures are established to implement District policy:

A. Initiating Recruitment Process

An on-line requisition form approved by the General Manager authorizing the creation of a new position or the filling of a vacant existing position must be received by the Human Resources & Risk Management Department (HRRM) to initiate any recruitment process.

The requisition form requires the requesting department to develop the selection criteria against which applicants will be assessed, the weight of each selection factor and the type of assessment or testing that will be used to evaluate applicants. Selection criteria shall be job related and consistent with the education, knowledge, and experience/skills identified within the current job description.

B. Job Flyer

Before developing the job flyer the job description is reviewed by the requesting department to ensure it is up to date. If significant changes are necessary see Classification and Compensation Policy and Procedure.

The job flyer will describe the specific vacant position(s) being recruited. It will also contain the selection criteria against which applicants will be assessed, the weight of each selection factor and the type of assessment or testing that may be used to evaluate applicants contained in the requisition form.

Once the selection criteria are determined and the job flyer is distributed, the selection process may not be changed. Depending on the number of applicants, the selection process used to evaluate applicants may be shortened but no

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additional evaluation steps can be added. (Generally where there are only a small number of applicants, a lengthy selection process is not warranted.)

C. In-house Recruitment

The completed job flyer will be posted at all established in-house posting locations for five working days and only eligible employees may submit applications during this time. This will be an in-house posting. At the end of the five working-days posting period all applications received will be assessed through the stated selection process. Some applicants may be screened out at various steps in the process. Written notification to applicants not progressing to the next step in the selection process will contain information identifying the reason(s) the applicant is not being considered further. Once the established selection process is complete, any selection will be based on the results of the assessment tools used in the selection process.

All in-house recruitments must result in existing employee candidates either being selected to fill the vacancy or being notified why they will no longer be considered for the current vacancy. The in-house recruitment must be completed before an external recruitment is started.

Any changes to the classification being recruited i.e., filling the position at a lower classification, a wage adjustment to the classification, etc., will require a new in-house recruitment.

In some recruitments an in-house eligibility list may be established (the ranking of candidates who would be eligible for hire if another position were to become available within two months). If the position had been posted in-house within the previous two months, the first candidate on the eligibility list may be selected without having to post the position again.

D. External Recruitment

If no currently eligible District employee applicant is found to be the best qualified candidate, applicants from outside the District may be recruited. The same selection process established on the requisition form to assess existing employees will be used to assess applicants from outside the District. Existing eligible employees who did not apply during the in-house recruitment process may apply during the external recruitment process and be evaluated along with the external candidates.

In some recruitments an outside eligibility list may be established (the ranking of candidates who would be eligible for hire if another position were to become available). Established eligibility lists are valid for one year, and would only be used in the event the vacant position was not filled through the normal in-house recruitment process. If the position had been posted in-house within the previous two months, and no in-house employees applied, the first candidate on the eligibility list may be selected without having to post the position again.

E. Exceptions

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The only situations in which an exception may be made to the above policy and procedure allowing an internal and external recruitment to occur simultaneously are listed below:

1. The same classification was posted less than three months previously resulting in no District employee applicants.
2. Previous in-house recruitments for the same classification on two occasions in the immediately preceding 12 months have not produced internal candidates, (i.e., Business Systems Analysts, Civil Engineers (P.E.), Construction Inspector II (if there are no eligible/s) & III, Control Technician and Plant Control Technician, Fleet Maintenance Mechanic, Industrial Engine Mechanic, any classification at the department director level and above).

This list may change as other classifications meet the established criteria of two internal recruitments resulting in no internal candidates. Should a wage adjustment occur for any exempted classification or the classification has not been recruited internally for a 12 month period the classification will be removed from the list and the qualifying time period will start over and require the completion of an in-house recruitment prior to beginning an external recruitment.

The Union will be notified anytime there is a change to the list of classifications that will be recruited inside and outside at the same time.

F. Employees in Initial Probation Period

District employees who have not successfully completed their initial probation period may not apply for any District openings. Qualified employees who will successfully complete their initial probation before the in-house recruitment is expected to be completed may submit an application but cannot be selected to fill the vacancy until the initial probation is successfully completed.

Employees may be removed from the initial probation prior to the completion of 12 months of employment with the District (15 months for some classifications requiring certification as identified in the Probationary Employment Terms and Conditions agreement) under the following circumstances only:

1. The employee previously worked for the District in a different capacity or status (i.e., temporary agency employee, consultant, contractor employee, temporary District employee) but performing the essential duties of the current position.
2. After six months of employment with an overall rating of "Excellent" on the six month performance evaluation. Performance evaluation must verify successful completion of all performance standards required

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during the first 12 months (15 months for some classifications requiring certification as identified in the Probationary Employment Terms and Conditions agreement) of employment including any required safety or general training.

Early removal from initial probation requires the approval of the General Manager. Under no circumstances may an employee be removed from initial probation prior to the completion of 12 months (15 months for some classifications requiring certification as identified in the Probationary Employment Terms and Conditions agreement) for the sole purpose of allowing the employee to apply for another position in the organization.

G. Interview Panels

1. An interview panel will generally be made up of two – three panel members.
2. Members selected for an interview panel must have received an interview orientation from Human Resources personnel. Panel members from outside agencies will receive an orientation packet and an interview training booklet. The instructions provided in the interview orientation and the “Guide on Interviewing Preparation and Interviewing Techniques” must be followed as closely as possible to ensure each candidate is treated fairly and is encouraged to present as much information about his or her qualifications as he or she is able.
3. Interview panel members must be at the same pay range, or higher, than that of the vacant position. If the vacant position is an exempt position, interview panel members must also be exempt.
4. When interviews have been completed, the interview panel will complete an Interview Summary & Recommendation Form, which must be signed off by each interview panel member and approved by the department head before the selection process can be completed.
5. Exceptions to the above-mentioned interview panel criteria will be on a case-by-case basis if approved in advance by the Director of Human Resources and Risk Management, or designee.

AUTHORIZED SIGNATURES ON FILE