



## HUMAN RESOURCES POLICIES AND PROCEDURES

<b>Policy:</b>	Recruitment and Selection	
<b>Date:</b> August 4, 2006	<b>Revision Date:</b> March 29, 2020, January 1, 2024	<b>Approved by:</b> Human Resources

### I. POLICY STATEMENTS

It is the policy of the Eastern Municipal Water District (EMWD) to appoint the best of the qualified applicants for each position without regard to race, religious background, color, national origin, ancestry, disability (including HIV and AIDS), medical condition (including cancer), or marital status, veteran status, political affiliation, genetic code, worker’s compensation record, pregnancy, sexual orientation, gender, or age (40+). 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 EMWD to first consider qualified existing employees before considering the employment of new employees to fill position vacancies.

Exercise of EMWD’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 Human Resources Management staff to ensure that all candidates are informed of the results. Exceptions must be approved by the Director of Human Resources 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. PROCEDURE

The following procedures are established to implement EMWD policy:

#### A. Initiating Recruitment Process

A requisition 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 Department (HR) to initiate any recruitment process.

The requisition 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 criteria may not be changed. Depending on the number of applicants, the selection process used to evaluate applicants may be shortened but no additional evaluation steps can be added.

C. In-House Recruitment

The completed job flyer will be posted at all established in-house posting locations for five (5) working days and only eligible employees may submit applications during this time. This will be an in-house posting. For the purposes of this section, those eligible to apply for an in-house posting will include, in addition to full-time and part-time employees, any interns, temporary, Youth Ecology Corp (YEC), volunteer, and fellow workers who have worked for EMWD for three (3) months minimum. At the end of the five (5) working-day 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 upon the results of the assessment criteria. The assessment criteria shall include the employee's past performance in previous position(s) with EMWD.

All in-house recruitments will result in one of the following: existing employee candidates (a) being selected to fill the vacancy, (b) notified why they will no longer be considered for the current vacancy, or (c) notified that they are eligible to be considered with external candidates. The in-house recruitment must be completed before 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 (2) months). If the position had been posted in-house within the previous

two (2) 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 EMWD employee applicant is selected, applicants from outside EMWD may be considered. The same selection process established on the requisition form to assess existing employees will be used to assess applicants from outside EMWD.

Eligible employees who did not apply during the in-house recruitment process may also be considered during the external recruitment process and will be evaluated along with the external candidates. Current employees who were notified that they would continue to be considered would do so along with external candidates. Upon acceptance of an offer of employment, EMWD may obtain summary criminal history information and local criminal history information, per the California Penal Code, for the sole purpose of determining whether or not applicants have been convicted of a crime which would impede their ability to perform the job for which they are applying.

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 (1) 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 (2) 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

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 (3) months previously resulting in no EMWD employee applicants.
2. Previous in-house recruitments that have not produced any qualified internal candidates within the last twelve (12) months may be posted in-house and external concurrently. HR will verify with any internal applicant(s) that there has been no change in eligibility prior to posting.
3. At the General Manager or designee's discretion, in consultation with the department director and the Director of Human Resources, supervisory and managerial-level positions may be posted in-house and external concurrently. When this decision is made, Human Resources will provide written notification to the Union.

4. Any classification at the department director level and above.
5. The Union will be notified anytime there is a change to the list of classifications that will be recruited in-house and external at the same time.

F. Employees in Initial Probation Period

EMWD employees who have successfully completed six (6) months of their initial twelve (12) month probation period may apply for any EMWD openings. Successful completion of six (6) months of initial probation means the employee has received a completed 6-month probationary appraisal rating of “Meets Expectations” or higher, and the employee’s record is free of any formal or informal disciplinary actions. Should an employee accept a position and has not completed their initial twelve (12) month probationary period, the employee’s probationary period will be extended to provide at least six (6) months’ time in new position. The total probationary period is not to exceed eighteen (18) months.

G. Interview Panels

1. An interview panel will generally be made up of two (2) to three (3) panel members.
2. Members selected for an interview panel must have received an interview orientation from HR. 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 their qualifications as they are 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, or designee.

H. Return to Prior Position

EMWD employees who take another position within EMWD may, at the employee’s option or when an employee does not successfully complete a

promotional probation period, return to their prior position within three (3) months of appointment so long as the position has not been filled or an official job offer has not been made. The employee will be returned to the previously held classification or a classification at the same salary range, at the same step held before being promoted.

**AUTHORIZED SIGNATURES ON FILE**