



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Recruitment
INITIAL EFFECTIVE DATE	05/18/2015
LAST REVISION DATE	Replaces <i>Section 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6</i>, of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	3.01

OBJECTIVE The purpose of the policy is to provide a uniform and organized approach for employee recruitment.

SCOPE This policy applies to all regular full-time, regular part-time, temporary, and seasonal positions of the City of Watauga.

POLICY

A. Open Positions Types and Time Tables

- 1. Internal Position:** Only current City employees are eligible to apply for internal postings. The minimum posting time for all internal positions shall be five (5) working days. If five (5) working days have passed and the position is still not filled, it can be revised to an external position and posted as described in **Policy 3.02 Selection Process (B)**.
- 2. External Position:** Any person is eligible to apply for external postings. The minimum posting time for all external positions shall be five (5) working days. Based on the difficulty in recruiting for a position, the supervisor may elect to open the position for longer than five (5) days. If the supervisor does not have a sufficient number of qualified applicants as of the posted period closing date, the closing date may be extended.
- 3. Open Until Filled:** A supervisor may choose to post a position as “open until filled.” These positions do not have a pre-defined closing date and will remain open until a conditional offer is provided to an applicant. “Open until filled” positions must be opened for a minimum of five (5) business days.
- 4. Temporary/Seasonal:** Most temporary/seasonal positions are posted. However, some immediate appointments can be made the Department Head in emergency situations.
- 5. Eligibility List:** The Human Resources Department may refer to previously screened candidates’ applications before posting a position as open as long as the position was accepting applications in previous six (6) months.
- 6. Civil Service Positions:** Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission

B. Recruitment and Relocation Expenses

The City of Watauga may reimburse senior professional, top management and executive applicants for expenses incurred during position recruitment and relocation. The City Manager must approve all reimbursements incurred for interview and relocation expenses and may, at their discretion, restrict the reimbursement of all unreasonable expenses. In order to be reimbursed for interview and relocation expenses, a list of expenses along with all receipts must be submitted to the Human Resources Department.

C. Use of Executive Search Firm

The City of Watauga may contract the services of an executive search firm for executive, senior professional, and management positions when suitable applicants cannot be expeditiously located through the regular recruitment process. The selection of the search firm must comply with 14.01 Purchasing Policy.

D. Recruitment Procedure

1. In an effort to recruit the most qualified candidates in an effective and efficient manner, the Human Resources Department will place the job posting on the City's website, in the bulletin boards in the City Hall lobby, and on other media including websites, publications, and Social Media as appropriate.
2. Applicants may sign up to receive email notification of open positions through the City's website.
3. The Human Resources Department will review and update the job description with the Supervisor, as needed.

See Policy 3.02 Selection Process

E. Recruitment of Former Employees

1. Former City employees, who meet the current, minimum qualifications and separated from previous employment in good standing by submitting a written two (2) week resignation notice, are eligible for rehire.
2. Former employees who would like to be considered for rehire must submit an application for posted open positions.
3. Former full-time employees eligible for rehire shall only be rehired one time unless this requirement is waived by the City Manager.
4. Part-time and temporary employees are eligible for rehire providing they meet eligibility requirements and leave in good standing by submitting a written two (2) week resignation notice or finishing their temporary position duties satisfactorily.
5. If former employees are rehired, benefits such as vacation, sick time, and longevity are computed from the rehire date.

6. Re-appointment after resignation procedures for Civil Service Employees are governed under Chapter 143 of the Local Government Code and the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations.

F. Recruitment of Relatives

1. Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts, the following restrictions apply to the hiring of relatives.
 - a. No person related within the first or second degree of affinity or within the first, second or third degree of consanguinity to members of the City Council or City Manager shall be appointed to any employment position in the City.
 - b. Any relative to an employee on the Nepotism chart, related within the first or second degree of affinity or within the first, second, or third degree of consanguinity shall not hold positions within the **same** department except such situations which exist upon the initial adoption of this policy.
 - c. An individual shall not be appointed to any position that is at any point within the chain of supervision or management of someone related within the third degree of consanguinity or second degree of affinity. The only exception is for positions classified as temporary as long as the period of employment does not exceed 120 days within a twelve month period. Temporary employees may **not** be in the direct supervision of any person to which they are related on the Nepotism Chart.
 - d. The City will follow the Civil Law method in determining kinship. Reference the chart contained below. Relatives who fill out applications that are in conflict with this policy will not be considered for the position.
2. For the purposes of this policy, the following shall constitute familial relationships:

