

## CHAPTER 3 – HIRING PRACTICES

### 3.1 City Hiring Practices.

3.1.1 When a regular full-time or regular part-time position opens in a department or a need arises to create a new position, the Department Head shall so inform Human Resources. Notification shall be accompanied by the position title and a description of the duties, responsibilities and required knowledge and skills. Minimum qualifications of education and experience shall be outlined for new positions.

3.1.2 After the Department Head and Human Resources have developed and/or updated the job description and applicable salary range, the City Council shall be notified of the vacancy prior to beginning the recruitment process.

Amended by Resolution Numbers 11-0309-1, and 12-0827.

3.1.3 Cedar City desires to promote employees when possible. Human Resources shall post position openings for at least five (5) working days in locations where all City employees will be made aware of an opportunity for promotion. The City may provide, in cases where practicable, that vacancies be filled by promotion on the basis of ascertained merit and qualification. All Cedar City Employees, Volunteer Fire Fighters and Volunteers in Police Service (VIPS) that have worked longer than 480 hours within the past 365 days are eligible to apply for in-house positions. As appropriate during the hiring process Department Heads (or designee) will notify in house applicants as to decisions impacting the in-house applicant's status in the recruitment process.

Amended by Resolution Number 13-1023-1

Amended by Resolution Number 17-0308

Amended by Resolution Number 18-0214-2

3.1.4 If the position cannot be filled by the procedure outlined above, the labor market shall become the object of a recruitment effort. The recruiting effort may utilize the City's web page, other electronic media, newspaper ads, schools and colleges, etc. Outside applications will be accepted for a minimum of two (2) weeks.

3.1.5 Human Resources and the Department Head (or designee) will review applications according to position qualifications. All applicants who are eligible for further consideration shall then be evaluated by consistent methods of testing their education experience, knowledge, skills and abilities. The top candidates shall be referred to the appropriate Department Head who then may select one for final hiring with the assistance of Human Resources. The City Council shall

approve appointments as specified by City Ordinance.

3.1.6 After a candidate has been selected, the hiring Department and Human Resources shall arrange for a starting date and an orientation for the new employee.

3.1.7 If a position is vacated within six (6) months, or one (1) year for the Police Department and Fire Department, of a hire for a position with the same job description the same candidate pool may be used as a resource to fill the position. Under this policy a new recruitment process is not required. This process may include hiring from the top candidates from the previous recruitment's interview list. Human Resources will maintain appropriate applications, screening records, and interview records to facilitate this policy.

Amended by resolution Number 13-1023-1