

## **City of Vergas Policy for Hiring Employees**

**INTRODUCTION:** The City of Vergas is committed to hiring the most qualified applicant into new and vacant positions and adhering to the guidelines established by the US Equal Employment Opportunity Commission (EEO) on selection and employment. The City of Vergas is an equal opportunity employer and it is the objective of the City to recruit, hire and promote qualified applicants into vacant positions without regard to race, gender, national origin, religion, color, creed, age, disability or veteran's status. All decisions regarding employment are based on an individual's qualifications related to the specific job vacancy. All positions are advertised in the City's official newspaper and/or through use of electronic posting site(s). To ensure there is an adequate pool of qualified applicants. The city may expand to other area newspapers and/or the city's website. Advertisement will include minimum qualifications, brief description of position, contact information and timeline to apply.

### **POLICY:**

- A. The City established Personnel Committee will receive approval and direction from the City Council to advertise a position. Exception to this is the hiring for the Municipal Liquor Store, which is directed by the Department Manager to maintain operations.
- B. The Personnel Committee or Department Manager will ensure there is a current and accurate job description, salary scale and benefit package specific to the position prior to advertising for a position.
- C. Positions are advertised for two (2) weeks, or longer if needed, with a set deadline for accepting applications.
- D. Applications are received in the City Office with receipt recorded.
- E. The City Clerk/Treasurer will review the applications and resumes to determine if the applicant(s) meet the minimum qualifications. The eligibility listing of qualified applicants is valid for a minimum of 90 days from the date of establishment.
- F. Applicants meeting the minimum qualifications will be submitted to the Personnel Committee or Department Manager, who will review and identify the most qualified for interview.
- G. The City Office will contact applicants and schedule the interviews, direct any supplemental testing needs, and conduct reference checks at time of selection and prior to offer for employment.
- H. The City Personnel Committee or Department Manager will complete the interviews and review the provided applicant information. The interview team may include other staff as desired. Based on applicant review at a minimum the top 3 applicants should be offered an interview.
- I. Interviews shall be based on the use of structured questions and an objective scoring system related to the responsibilities and duties to be performed in the position.
- J. The Personnel Committee or Department Manager will recommend to City Council the applicant selected for the position and the hourly pay rate based on the ten (10) step pay scale. Selection is based upon the most qualified applicant for the position.

- K. Pay above the minimum step one (1) will be based upon superior qualifications, skills, competencies, experience, education and/or accomplishments which are significantly higher than the minimum qualifications of the position.  
When pay is recommended above the minimum, the criteria and evidence used must be annotated in the pay determination and the criteria considered included. Criteria considered includes:
- 1) Level, type and quality of candidate skills and competency
  - 2) Education and training above the minimum requirement
  - 3) Quality of accomplishments compared to others in the field
  - 4) Candidate documented salary in currently held position or competing job offer, comparable to the job being interviewed for; considering locality market pay.
  - 5) Labor market conditions and efforts to recruit quality applicants for same or similar position.
- L. The City Clerk/Treasurer will maintain a record listing the names of all applicants, whether the applicant was interviewed, those interviewed and not hired, and name of applicant that was selected for hire.
- M. After applicant selection is approved by the City Council, the City Office will proceed with the hiring offer to include instructions for accepting the position, start date and time, where to report, position classification, compensation and benefits, supervisor, and further requirements for drug screening, back ground check authorization and physical examination as indicated.
- N. The City Office will notify all applicants by telephone or in writing, as soon as practical, after they have been eliminated from consideration for the position.
- O. All employment offers shall be contingent upon reference checks and successful completion of required background investigations and other pre-employment requirements specific to the position, as physical examination.
- P. Applicants will be required to provide W-4, I-9 (verifying employment eligibility) through the US Department of Homeland Security, Minnesota New Hire Reporting and other forms as required for employment and position.

Adopted this 13 day of April 2021 by the City Council of the City of Vergas.

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Julie Bruhn  
Mayor

ATTEST:

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Julie Lammers  
City Clerk-Treasurer