

CITY OF FRISCO

PERSONNEL PROCEDURES

Subject: RECRUITMENT AND HIRING PROCESS **Effective Date:** 12/27/02

Approved By: Ordinance No. 12-04-80 **Revision Date:** 04/18/2017

Revision Approved by: Ordinance No. 17-04-28

I. **STATEMENT OF PURPOSE**

To provide guidelines for the recruiting and hiring of qualified applicants as possible candidates for open positions in all departments of the City of Frisco including; Administration, Professional, Field Operations, Police and Fire positions. Recruitments are conducted in an effort to select the most qualified candidates while complying with all Federal, State, and local laws.

II. **DEFINITIONS/APPLICATIONS**

- A. **Application Form** – Applicants seeking employment with the City of Frisco shall complete a standardized application form provided by the Human Resource Department. Applicants for licensed police, fire, or dispatch positions may be required to complete a more extensive application, which includes in-depth employment history and a personal history statement. Every applicable question on the form must be answered or noted as “not applicable”. Applicants leaving any questions unanswered may be contacted and afforded an opportunity to correct the error. Subsequent failure or refusal following such notification may result in the disqualification of the applicant. All applications submitted to the City of Frisco will be processed through Human Resource for tracking and processing. All applicants will receive confirmation from the Human Resource Department of receipt of their application and/or resume. If the applicant is not selected to fill the open position, they will receive a correspondence of final selection.
- B. **False or Misleading Information** – An applicant or an employee who provides false information on the application form or who fails to disclose information that is pertinent to the appointment, is subject to denial of employment or other disciplinary action, including termination of employment with the City.
- C. **Closing Dates** – The Human Resource Department and the affected department shall establish closing dates for positions. Positions that are open until closed need to be noted on the job posting request and the job

posting. The City will accept no applications or resumes after the closing date of the position. The City of Frisco only accepts employment applications for positions that are currently vacant.

III. RECRUITMENT

A Job Posting Request Form must be completed for each open position by the requesting Department Head and approved by Human Resources prior to beginning the recruitment process. Human Resources must be informed of all job openings and the intent or request to post prior to posting. Internal and external job postings will be allowed only after Human Resources and the supervisor conducting the hiring have reviewed the job description for the open position to assure that the job description is accurate. The City of Frisco may refer to existing applications or resume or exhaust previously screened candidates before a position is open to recruitment.

The City of Frisco only accepts employment applications for positions that are currently vacant or in which there is advanced notification of a pending vacancy. The City of Frisco will not maintain unsolicited resume or application on file.

- A.** Internal – If a City department wishes, Human Resources will post a vacancy internally only. An Internal Position job announcement will be prepared and distributed to all City facilities. The posting may also be emailed to City of Frisco departments and may be posted on the City Intranet site. Job announcements will specify the position title, provide a description of the work involved, state the salary and minimum qualifications that are required, and other pertinent information.

A current City employee wishing to apply for an open position should complete an application.

- B.** Open/General Public – When the vacancy has been determined by Human Resources to be open to the general public, a job announcement will be prepared and posted. Job announcements will specify the position title, provide a description of the work involved, state the salary and minimum qualifications that are required, and other pertinent information. After job opportunity announcements are prepared, they will be posted on The City of Frisco website, published in specified job classified ads of local news media and when applicable, may be distributed to community organizations that are in contact with viable candidates for the open positions(s). All job announcements will be posted until the position is closed or until the specified closing date. An applicant interested in a particular position must complete an application.

The City of Frisco shall periodically evaluate the progress toward recruitment objectives and revise and/or reissue this policy to update City objectives.

IV. BASIC EMPLOYMENT QUALIFICATIONS

- A. Minimum Requirements** – In addition to the qualification applicable to each position, an applicant must:
- a. Have a valid social security number
 - b. Must be authorized to work in the United States
 - c. Not be addicted and/or currently using narcotics
 - d. Pass a drug test (all positions)
 - e. Pass a post-offer physical (if required by the position)
 - f. Pass a psychological exam (Police and Fire positions)
 - g. Undergo a polygraph examination (Police and Fire positions)
- B. Physical Examinations** – In compliance with the Americans with Disabilities Act of 1990, the City does not:
- a. require a pre-employment physical examination for any positions;
 - b. inquire as to whether an applicant has a disability before the offer of a position is made; nor
 - c. inquire about an applicant's Workers Compensation history
1. Positions with Physical Requirement – The Human Resources Director shall designate which city positions require regular and sustained periods of physical effort, agility, and mobility, or regular and sustained operation of motor equipment or vehicles. When an offer of employment is made for these positions, the offer will be contingent upon the applicant passing a physical examination and physical ability test. All requirements to pass the physical examination and physical ability test will be job-related and consistent with business necessity.
 2. Confidentiality - The results of a physical examination shall be kept confidential as available under applicable law; exceptions include:
 - a. Supervisors and Directors may be informed regarding restrictions on work duties of employees and necessary accommodations;
 - b. when emergency treatment might be required, first aid and safety personnel may be informed; and/or
 - c. information may be provided to government officials investigating compliance with ADA.
 3. Reasonable Accommodations – if an otherwise qualified applicant has a disability, the City will nevertheless consider the applicant in competition with other qualified applicants and determine whether

reasonable accommodations can be made without imposing an undue hardship.

4. **Drug Test** – Before employment with the City of Frisco, all prospective employees are required to submit to a urine or blood test to ascertain the presence of alcohol or illegal drugs. An offer of employment is contingent upon the results of the drug test. Applicants shall be advised that a positive result for the drug test will preclude employment with the City. Refer to DOT Drug and Alcohol Policy or Non-DOT Drug and Alcohol Policy for specific drug test procedures.

V. INTERVIEW AND SELECTION PROCESS

- A. **Interview** – Interviews shall be conducted for the purpose of determining an individual's qualifications in those area that relate directly to job performance. The supervisor or designated department personnel will review all applications resumes received from the Human Resources Department, interview the selected applicants and make the final decision for employment based on job-related requirements, qualifications, and past employment and reference verification. Supervisors will conduct employment verification checks on applicants prior to the final employment decision.

Interview notes must be maintained in accordance with records retention policies and forwarded to Human Resources for retention once a selection is made.

- B. **Selection** – New employees must be authorized by the Director of Human Resources and shall be selected on the basis of their job-related qualifications for the position. Such qualifications may include but are not limited to: possession of the necessary knowledge, skills, abilities, training, education, and work experience required to perform the essential job functions; satisfactory completion of performance test, and/or physical examinations, and satisfactory results on background checks, including, but not limited to, criminal history, driving record, employment and education reference checks.

If multiple applicants possess the job-related qualification for the position, and this qualified pool includes one or more Frisco residents, preference shall be given to a Frisco resident. However, in making any selection decision, the City's Equal Opportunity Employment Plan (EEO Plan) and its objectives shall take priority.

- C. **Starting Date** – The supervisor will indicate a preferred starting date for the successful candidate. Salary will be determined by the City of Frisco pay

scale. Hiring dates should coincide with new employee processing and should be coordinated with Human Resources.

D. Compensation – No oral or implied hiring or compensation agreements that differ from written policy or authorized salary plans will be honored unless expressly authorized, in writing, by the City Manager.

- Starting pay up to 5% over minimum may be approved with Director or Assistant Director/Chief or Assistant Chief. Approval on Employee Status Change Form sufficient.
- To request starting pay greater than 5% above minimum up to Midpoint, the department director/assistant director should forward a memo with explanation/justification for starting pay to Human Resources Director for approval before extending the offer to the candidate.
- To request starting pay above the Midpoint, the department director/assistant director should forward a memo with explanation/justification for starting pay to Human Resources for City Manager's Office and Human Resources Director approval before extending the offer to the candidate.

VI. DISQUALIFICATION OF SELECTION

If at any point an applicant is determined to meet any of the following automatic disqualifiers, the application process for the applicant automatically ceases:

- a. Failure to meet the minimum qualifications necessary for performance of the duties of the position involved;
- b. Knowingly making a false statement on the application form or supplements thereto;
- c. Committing or attempting to commit a fraudulent act at any stage of the selection process;
- d. Possess a criminal conviction for which the City establishes as an exclusion for a justified business necessity, refer to Criminal History Check policy;
- e. Convicted of a felony;
- f. Discharged from the armed forces under conditions other than honorable or general
- g. An inability to obtain any license or permit required for the position;
- h. Is not legally permitted to hold the position;
- i. Has offered or attempted to offer money, service, or any other thing of value to secure an advantage in the selection process; and/or
- j. Is not able to perform the essential functions of the position.

For Police and Communication positions, the Police Department retains the ability to cease the application process for various other disqualifiers, which are outlined in the Standard Operating Procedures.

An applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements.

VII. EVIDENCE OF QUALIFICATIONS

- a. Applicants for positions which are scientific, professional, or technical, or the duties of which require specific qualifications may be required to provide documentary evidence of necessary education, training, or experience.
- b. Applicants for positions requiring college graduation may be required to furnish a transcript of their college work as well as a copy of their diploma.
- c. Whenever college training is allowed to substitute for work experience, an applicant may be required to document the education with a transcript.

VIII. RE-EMPLOYMENT

To be considered for reemployment, former employees must have demonstrated acceptable prior service with the City and must meet the current minimum qualifications of the position for which the former employee is applying. The City will subject rehired employees to the conditions of employment and afford him/her the benefits of newly hired employees except where these policies specifically state otherwise.

If a Director chooses to re-hire an employee within six (6) months of the employee leaving the City, the following policies will apply:

- a. The employee may be hired in at the same pay they were receiving when they left the City. This policy assumes that the employee is re-hired into the position they were in when they left the City.
- b. The employee will be eligible to take vacation upon hire (once they have accrued vacation to take) and the date on which vacation accrual rate is based will be the employee's original hire date.
- c. The employee's previous time will count for longevity pay.

IX. RETENTION OF APPLICATIONS

At the close of the application process, which is when an applicant has been placed into the vacant position, all applications shall be returned to the Human Resource Department for retention.

Whether or not an applicant is hired, promoted, or transferred, the application will not be returned to the applicant, but will be retained by the City of Frisco for a period of time consistent with Texas law from the date of creation of the application or the date of the personnel action involved, whichever is later.

X. PERSONNEL SEARCH FIRMS

The City of Frisco may employ the services of personnel search firms for executive, senior professional, and management positions when suitable applicants cannot be expeditiously located through the regular recruitment process.

XI. RELOCATION EXPENSES

The City of Frisco 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 his/her discretion, restrict the reimbursement of all unreasonable expenses. In order to be reimbursed for interview and relocation expenses, all expenses must be submitted, along with all receipts, to the Human Resource Department. Reimbursements will be made through the accounts payable division to allow for appropriate tax deductions and W-2 reporting requirements. Reimbursements will be paid the first payroll after the required paperwork is received. The required paperwork must be submitted five (5) days prior to payday.