

ARTICLE 7 - EMPLOYMENT PROCESS

Section 1. Recruitment

- A. Department Directors must notify the Human Resources Director of all positions needed, justification of why the position is needed, who is being replaced, and method for replacement. The Department Director must submit a proposed position description for review and approval by the Human Resources Director each time duties change or a new position is requested.
- B. At the time of the submission of the position description, the Department Director must also submit any examination information, and all supplemental questions and interview questions associated with the application.
- C. There shall be no recruitment for any position, nor creation of a new position, without the prior approval of the Human Resources Director and authorization by the City Administrator.

Section 2. Announcement

- A. All vacancies for regular positions in the classified and unclassified service, below the office of City Administrator, shall be publicized by posting an announcement on the City website, via e-mail sent to all departments for posting in their respective areas, and such other forms of notice as shall be deemed appropriate by the Human Resources Director. Vacancy notices shall be posted for at least seven (7) days, unless the City Administrator approves a lesser time because of an emergency or an unusual circumstance.
- B. Any announcement, application, interview and selection for any City Administrator vacancy shall be performed at the pleasure of the Mayor and Board of Aldermen, not inconsistent with existing laws and ordinances.
- C. Vacancy announcements shall display the position title; the department; the starting pay of the position; the FLSA exempt/non-exempt status; the hours of work; and the closing date (or open until filled), if designated, for the posting. Additionally, the announcement will include the nature of the work to be performed; the minimum qualifications required; and other qualifications preferred for the performance of the specific type of work; and other pertinent information as designated by the Department Director.
- D. Non-standard advertisements shall be paid from the hiring department's budgeted funds. All standardized advertisements shall be paid from Human Resources' budgeted funds.

Section 3. Application for Employment

A. Submission of Applications

1. All applicants for City employment shall make application by a means established by the Human Resources Director, made through the City's website. A separate application is required for each position for which the applicant applies. All applicants shall submit complete, accurate and true information relating to contact information, work experience, education, training, conviction records, and other information deemed necessary for the position.
2. The City may require applicants to meet, provide evidence and maintain specific standards where they may possess special experience and training necessary to perform the duties of the position in their applications for employment. This evidence may include high school or college transcripts or diplomas, or any necessary certifications indicated in the position description.
3. Supplemental questions may be asked of candidates specific to the job for which they have applied, and their responses will be evaluated and ranked based on criteria established in advance by the Department. Supplemental questions may also have "absolute disqualifier" questions imbedded in them whereby an applicant's response to one question may determine continuation in the process.
4. Failure to accurately and fully complete the application may be reason for disqualification.
5. Completed applications, including resumes and other documents and any correspondence, shall become the property of the City, to which the City retains all rights.

B. Review of Applications

1. The Human Resources Director, or his or her designated representative from the Human Resources Department, shall review all completed applications to determine those that do and do not meet the minimum requirements for the position. Those applications that meet the minimum requirements will be "qualified," while those that do not meet the minimum requirements will be "disqualified."
2. The Human Resources Director shall not consider any application, that is incomplete or that indicates that the applicant does not possess the minimum qualifications required for the position. Such applications shall be disqualified. Applications shall also be disqualified if the applicant has made any misstatements or omission of any material fact (i.e.,

qualifications, criminal convictions, reasons for leaving prior employment, etc.); has practiced any deception or fraud regarding the application; or has been convicted of a crime which is detrimental and/or puts the City at an unacceptable risk to the conduct of business in the specific position for which the applicant is applying.

3. Defective or incomplete applications will remain available for the applicant to amend and resubmit prior to the closing date of the position announcement. Candidates may be reminded of incomplete applications by email, but it shall remain the applicant's responsibility to complete such application by the closing date. Failure to submit the application within the time limit prescribed by the Human Resources Director shall be cause for disqualification of the application.
4. After the Human Resources Director or his/her representative makes the initial determination which applications are qualified or disqualified, qualified applications will be reviewed by the Department Director who will then those that likely indicate the best fit for the position. The basis of those applications designated as the best fit for the position will be based primarily on the ranking of their responses, as indicated in Section 3. A. 2. and 3., above.
5. After review of the candidates by the Department Director, he or she shall communicate the names to Human Resources of those candidates selected for pre-offer of employment examination (if applicable) and subsequent interview.
6. If the Department Director requires pre-offer of employment examination of applicants, it may be done prior to the interview as a screening mechanism, or it may be done in conjunction with the interview itself. Such examination will follow the guidelines as established in Article 8 of this Human Resources Manual.

Section 4. City Communications with Applicants

Communications with applicants will primarily be done by email. If candidates move, get a new phone number, get a new email address, etc. during the application, interview and selection process, or on-boarding process, it will be their responsibility to ensure their complete contact information is correct within the application system.

Department Directors, or their staffs, will be responsible for communicating interview schedules with applicants and other City employees. This may be done by email or telephone.

Section 5. Interview and Selection

- A. The Interview Process

1. The closing date indicated on the announcement shall begin the start of the interview and selection process. In the event the position is “open until filled,” the review of applications process may begin any time after two weeks following the position’s first announcement.
2. All candidates for employment below the Director level, will be subject to an interview by committees of at least three, and no more than five, current employees with the City, as designated by the Department Director, inclusive of at least one representative from Human Resources, who will facilitate the interviews. The makeup of the committee will be at the Department Director’s discretion, with the exception of the Human Resources representative, where such representative will be designated by the Human Resources Director.
3. Employees who have a personal relationship with a candidate must avoid any semblance of favoritism or “cronyism.” The best avoidance in these circumstances is for the employee to recuse him/herself from the interview and selection process. However, in any situation where an employee could end up interviewing a candidate who is a distant relative or close friend, such employee is required to notify the Human Resources Director in advance of the interview process. In no circumstance may an employee whose relationship with an applicant that falls within the fourth degree of consanguinity or affinity participate in any part of the interview and selection process, to include the interview and selection of all other candidates of the position for which such relative has applied (see Article 6, Section 4. A.).
4. Candidates for positions at the Director level who report solely to the City Administrator or Assistant City Administrator shall be subject to the interview and selection process as approved by the City Administrator. Candidates for positions that report to the City Administrator, the Mayor and the Board of Aldermen shall be subject to the interview and selection process as approved by the City Administrator, the Mayor and the Board of Aldermen.
5. For candidates interviewing for a Human Resources vacancy, the Human Resources Director will make a request of another Department Director that a representative from his or her department participate fully on the Interview and Selection committee.
6. All interview committee questions shall be submitted to Human Resources with all other information associated with the position announcement. Questions will be reviewed and, if necessary, edited by Human Resources to ensure appropriateness with the job and EEOC guidelines. Interviews are generally less than one hour in length. There should be an equivalent number of questions related to past experiences in technical skills required for the job; interpersonal skills in determining how the individual has

interacted with past supervision, coworkers and customers; and personal character and department related to ethical matters or significant challenges the person has faced.

7. The Department Director, or his/her representative, shall be responsible for coordinating the interview dates and times with the candidates and with the Human Resources Representative.
8. Following each interview, each committee member shall provide his or her scoring of each candidate interview and shall provide his or her recommendation as to who would best fill the position to the hiring manager. The Department Director will review and seriously consider such input prior to making any hiring decision.

B. The Selection Process

1. Selection of candidates for employment must be made in a fair and impartial manner without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. For the safety of themselves and others, candidates for public safety positions must be able to fulfill the physical aspects of the position without accommodation.
2. The best candidate for the position should always be the one selected for the job. Pre-offer of employment examination scores, combined with interview scores, shall be the predominant determiner of the person selected for the position. In case of tie scores, the Department Director should consult with the Human Resources Director to help make a determination.
3. If the committee members could not provide the Department Director a clear consensus on who it would recommend for the position, or if the Department Director could not clearly recommend hiring of any candidate, the position should be re-announced, beginning the employment process again.
4. The Department Director shall make the candidate selection to fill the vacant position with advice from the interview committee. Once the best candidate is chosen, the Department Director shall send the name of the person selected to the Human Resources Director and City Administrator. They will in turn review the candidate's profile and review all competing candidates' interview and examination scores, as well as the interview committee's recommendation, and provide their approval prior to the Department Director making any verbal offer of employment.
5. Once the verbal offer is provided to, and accepted by, the candidate, the Department Director will communicate such offer and acceptance to

Human Resources. Human Resources will follow up with a written offer to begin the Post-Offer examination process (See Article 8, Section 7).

6. Following a successful completion of the Post-Offer examination process, the candidate will transition through the new employee process facilitated by Human Resources.

Section 6. Equal Employment Opportunity Policy

The City of Branson provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Branson expressly prohibits any form of workplace harassment. Any employee whose behavior includes improper physical contact, verbal or written harassment, bullying, intimidation or other forms of harassment that interferes with the ability of any City employees to perform his or her job duties can face discipline up to and including immediate escalation of progressive discipline to the level of termination of employment.