

**TOWN OF PRESCOTT VALLEY**  
**POLICIES AND PROCEDURES**

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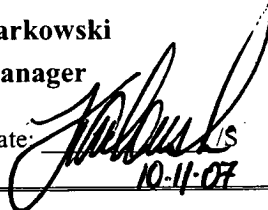
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<b>STAFFING</b>	<b>PERSONNEL</b>

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Supersedes:	Approved By:
<b>August 11, 2005</b> <b>Res. No. 1376, 8/11/2005</b>	<b>Larry Tarkowski</b> <b>Town Manager</b>

Date:   
10-11-07

**1.0 POLICY**

1.1 It is the policy of the Town of Prescott Valley to hire individuals solely upon the basis of their qualifications and ability to do the job to be filled. The Town is committed to carrying out all personnel actions in a fair and equitable manner and in accordance with our Equal Employment Opportunity Policy.

**2.0 PURPOSE**

2.1 The purpose of this policy is to set forth a consistent framework within which staffing requirements are authorized, communicated and fulfilled.

**3.0 APPLICABILITY**

**4.0 REFERENCE**

**5.0 GENERAL**

5.1 Department heads are responsible for all personnel actions within their areas. Responsibility includes consulting with human resources and the Town Manager in advance of a proposed personnel action to review it for consistency with Town policy and to obtain guidance and approval.

5.2 All personnel actions will be documented on a Personnel Action Form that human resources will prepare. No personnel action will become effective prior to signature by the department head and the Town Manager.

5.3 Human resources will be notified immediately of all position vacancies and will administer and coordinate the staffing process.

## 6.0 PROCEDURES

- 6.1 When vacancies or new positions occur within the Town, the department head will issue to human resources a personnel requisition request. This request, when approved by the Town Manager, will provide authorization for human resources to initiate a search for applicants to refer to the department for consideration of employment.
- 6.2 Internal and external search procedures identified below may be modified for law enforcement personnel as required by Arizona P.O.S.T. and the Prescott Valley Police Department procedures.
- 6.3 Recruitment, selection and appointment to temporary and seasonal positions may not be subject to the procedures applicable to filling regular full-time and regular part-time positions.
- 6.4 Recruitment, selection, and appointment for exempt positions shall be based on qualifications as determined by such factors as experience, education, and past performance. Selection procedures for each individual position will be established by human resources and approved by the Town Manager.
- 6.5 Internal Search Program
  - 6.5.1 It is the Town's philosophy to promote from within whenever reasonably possible. Vacancies in the higher position of a class discipline may be filled by promotion, when determined by the Town to be in its best interest. When a department demonstrates that special training and knowledge gained within a department is essential to the proper filling of the vacancy, the Town may limit a search to a promotion within a department only. These positions typically follow a logical progression, at times beginning at entry level, and moving up through related positions at various levels distinguished by increased responsibilities and levels of job complexity. (Seniority is not a distinguishing factor.)
  - 6.5.2 The Town will utilize job posting as the means to communicate vacancies organization-wide allowing employees the opportunity to present their credentials, as well as to learn the qualifications for positions to which they may aspire in the future.
  - 6.5.3 Upon approval by the Town Manager, human resources will prepare an announcement of the vacancy. The announcement will include the position title, department, hiring manager, description of the job and detailed qualifications. A listing of available positions will be sent via e-mail to all employees and the announcements will be posted on all department bulletin boards.
  - 6.5.4 Employees of the Town meeting employment criteria may be selected in preference to persons recruited elsewhere. For example, when vacancies occur within a department, the department head may first consider those employees within his/her department for promotion or lateral transfer.

Utilization of this method will allow employees of one department the opportunity for upward mobility.

- 6.5.5 Current employees who want to apply for regular full-time and regular part-time vacancies must complete and sign the standard Town application form and submit it to human resources. For purposes of this section, temporary full-time, temporary part-time, and seasonal employees will be considered internal candidates. Active volunteers will also be considered internal candidates; however, appointed or elected officials are excluded. Human resources will maintain a log of all internal candidates requesting consideration.
- 6.5.6 Human resources will review internal candidate applications to determine whether the minimum qualifications for the vacancy have been met. Human resources, or when designated by human resources, the hiring manager, will notify a disqualified candidate as soon as possible that he/she is not being considered further. Qualified candidates will advance to the screening interview phase. Human resources, along with the hiring manager, will conduct the interviews.
- 6.5.7 After interviewing qualified candidates, the hiring manager will conduct a reference check with the current supervisor and any internal customers deemed appropriate. At this time, possible transfer dates may also be discussed. It is recommended that transfer dates do not extend beyond one month unless there are extenuating circumstances. After completing this process, the hiring manager will schedule a review meeting with the human resources manager and the Town Manager to review the selection decision and discuss the offer, if any. Human resources may make an offer orally to the employee after this discussion.
- 6.5.8 Upon acceptance of an offer extended orally, human resources will extend the offer in writing to the employee in the same manner as offers are made to external candidates. (Employment offers are covered later in this policy.)
- 6.5.9 If at any time during this review process a candidate is dropped from consideration, human resources, or when designated by human resources, the hiring manager, will meet with the employee to explain the reasons and answer any questions.
- 6.5.10 During the time the position is posted internally, human resources may also accept external applications and employee referrals, contact external applicants to screen for qualifications, and arrange interviews with the hiring manager if qualified. No offer of employment will be made to an external candidate prior to completion of the internal search program.
- 6.5.11 Employees must be in their current position at least six (6) months before they are eligible to apply for a posted opening and they must have achieved or exceeded performance expectations and have no active disciplinary actions.

6.5.12 Exceptions to the six (6) month period may be recommended by the employee's current department head and approved by the Town Manager with appropriate justification. The employee's current department head may make a recommendation to the Town Manager in favor of or against the employee's application for the posted opening. The recommendation from the department head shall indicate the employee's performance level in their current position.

6.6 External Search Program

6.6.1 The Town reserves the right to conduct ongoing search efforts for highly specialized talent in anticipation of future needs. At such time as a personnel requisition is authorized, an external search may commence after completion of, or, concurrent with an internal search program.

6.6.2 Vacancies will be advertised in a geographic area as large as necessary to assure obtaining qualified candidates. In conjunction with the hiring manager, human resources will develop advertisements to be placed in the appropriate general circulation or technical publications and on appropriate Internet websites. Additional sources, such as schools and professional organizations, may also be contacted.

6.6.3 Human resources will pre-screen all applicants who call and resumes/applications received in answer to external advertising. A candidate must complete, sign and submit the standard Town application form prior to being considered for an interview. A formal resume may also be required but will not be accepted in lieu of a completed Town application form. Human resources will forward applications of pre-screened candidates to the hiring manager.

6.6.4 The hiring manager will determine which candidates will be contacted for interviews and notify human resources to set up appointments. At this point, assignments will be made to the selection team (those selected to conduct portions of the interview process) and interview questions developed.

6.6.5 After the scheduled interview meetings, the selection team will meet to evaluate the candidates and discuss the appropriate next step.

6.6.6 Candidates who favorably pass the selection team's review may be scheduled for follow-up interviews at the discretion of the hiring manager. Inasmuch as these subsequent discussions are favorable, the hiring manager will schedule a review meeting with the human resources manager and the Town Manager to review the selection decision and discuss an offer, if any. Human resources may extend orally an offer to the candidate contingent upon favorable references being obtained. Human resources is responsible for obtaining references. The oral offer will be followed up in writing subsequent to a successful reference check.

- 6.6.7 If there are not sufficient qualified candidates, a position will be re-advertised. Under certain circumstances, the Town may use the services of a search agency.
- 6.6.8 All prospective applicants that are being considered for full-time, part-time or temporary employment shall submit to a criminal history background check and may include a check of the applicants driving record. The Town may, at its option, retain an outside vendor or by submitting a full set of fingerprints for the purpose of obtaining a state and federal criminal records check. These record checks are to be conducted pursuant to A.R.S. § 41-1750. Every job offer extended to applicants will be made conditional to successful completion of a background and fingerprint check. Fingerprinting shall normally occur prior to the person's first day of employment; otherwise, it shall occur as close to the person's start date as possible. In the event of a disqualifying outcome based on a records check completed subsequent to the person's starting date, such person shall be dismissed.
- 6.6.9 The prohibition in the "Smoke-Free Arizona Act" against smoking in places of employment shall be communicated to all prospective employees upon their application for employment. They shall also be informed that no employee may be discharged or retaliated against because that employee exercises any rights afforded by the Act or reports or attempts to prosecute a violation of the Act.

6.7 Disqualification

- 6.7.1 Applicants may be disqualified for consideration for employment when any of the following exist:
  - 6.7.1.1 They do not possess the qualifications for the position.
  - 6.7.1.2 They are not physically or mentally fit to perform the essential functions of the job with or without accommodation.
  - 6.7.1.3 They have demonstrated an unsatisfactory employment record as evidenced by information contained on the application form or by the results of a reference check.
  - 6.7.1.4 They have misstated a material fact, or practiced deception or fraud in their application.
  - 6.7.1.5 They have been convicted of a crime involving moral turpitude or a crime that has a reasonable relationship to the functions of the employment applied for. In considering any such applicant, the Town Manager may take into account the date of the conviction, the nature of the crime and the responsibilities of the position.
  - 6.7.1.6 Any other material reasons as determined applicable by the Town Manager and in the best interests of the Town.

6.7.2 Defective applications, in the discretion of the Town Manager, may be returned to the applicant with notice to amend the same, providing the time limit for receiving applications has not expired.

6.8 Employment Offers

6.8.1 The hiring decision remains solely with the department head and the Town Manager. Human resources will serve in a consulting role during the hiring process. Employment offers must be reviewed with human resources. Human resources will extend any verbal offers and will prepare a standard letter of confirmation to the candidate.

**7.0 EMPLOYMENT OF FORMER EMPLOYEES**

7.1 Former employees who left in good standing and with a good service record who apply for a position may be given preference over other applicants not employed by the Town if the requirements for the position are met. Upon re-employment, the employee shall be subject to all conditions of employment, including an introductory period, applicable to new employees. There shall be no carry-over benefits except those stipulated in the appropriate benefit plans or in other provisions of these policies and procedures.

7.2 Employees who are employed in a seasonal or temporary capacity with the Town and are subsequently appointed to a regular full-time or regular part-time position shall be subject to all conditions of employment, including an introductory period, applicable to new employees. The appointment date shall serve as the employee's hire date for purposes of determining eligibility for benefits, including accrual of general leave.

7.3 No one who has been dismissed from Town employment for cause involving moral turpitude shall be allowed to re-enter Town employment. Anyone dismissed for other good cause may be allowed to re-enter Town employment only by express consent of the Town Manager.

**8.0 EMPLOYMENT OF MEMBERS OF EMPLOYEES' FAMILIES**

8.1 It is the Town's policy to regulate Town employment of relatives of employees or appointed or elected Town officials in order to avoid a real or apparent conflict of interest. The employment of relatives is permitted provided they are the most qualified applicants for the job; however, relatives will not be employed in regular full-time or regular part-time positions where:

8.1.1 One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.

8.1.2 One relative could be responsible for or otherwise influence the compensation and benefits of the other.

8.1.3 One relative would be responsible for auditing the work of the other.

- 8.1.4 Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Town's interest and their own.

A relative under this section shall include immediate family as previously defined, as well as uncles, aunts, nephews and nieces, half and step relationships of those relatives, and their spouses.

- 8.2 If two employees marry, become related or begin sharing living quarters with one another, and, in the judgment of the Town Manager, the potential problems noted above exist or could exist, one of the employees will be required to terminate employment unless reasonable accommodation can be made to eliminate the problem. A decision as to which employee will remain must be made by the two employees within thirty (30) days of the date they marry, become related, or begin sharing living quarters. If a decision to which employee will remain is not made in this timeframe, the Town Manager will make the decision.
- 8.3 Department heads shall endeavor to arrange re-assignments when necessary to eliminate existing employment relationships prohibited above.

## **9.0 REINSTATEMENT**

- 9.1 Employees who have voluntarily resigned with a status of eligibility for rehire, may be reinstated without loss of banked personal sick leave and other accrued benefits if they are rehired within one year to their previously held position or to another position for which they qualify.

## **10.0 ALTERNATIVE STAFFING**

- 10.1 Workload fluctuations, special projects, and coverage for vacations/extended absences may require the hiring of part-time employees and/or temporary help. Temporary help may be sourced through an outside agency or involve a direct hire onto the Town's payroll. Each department head is responsible for obtaining the required approvals before filling these needs. This involves making a personnel requisition request and justifying the expense.
- 10.2 Temporary assignments are expected to be of short duration; i.e. nine months or less. In no event will an assignment extend beyond nine months without the department head requesting such extension through the personnel requisition process and receiving the required approvals.
- 10.3 Under certain circumstances, department heads may request participation in special employment programs funded by external agencies (i.e. NACOG, Welfare-to-Work, college internships, etc.). Department heads are responsible for coordinating all special employment programs with human resources.

**11.0 VOLUNTEERS**

- 11.1 A candidate for volunteer service must complete, sign and submit the standard Town volunteer application form prior to being considered. The Town volunteer application may be submitted to human resources or directly to the department in which they are interested in volunteering.
  
- 11.2 All prospective volunteers that are being considered for service shall submit to a criminal history background check and, if requested, a check of the applicant's driving record. The Town may, at its option, retain an outside vendor to conduct a background check of each applicant or require any or all applicants to submit a full set of fingerprints for the purpose of obtaining a state and federal criminal history of an applicant. The exchange of criminal justice information based upon fingerprints submitted for a background check will be in accordance with A.R.S. § 41-1750. Every offer extended to volunteers will be conditioned upon the successful completion of a background and/or fingerprint check. Fingerprinting shall occur prior to the person's first day of service.
  - 11.2.1 Volunteers for the Prescott Valley Police Department will be subject to a complete background check including a criminal history check and will be fingerprinted. Volunteers for the police department may also be required to submit to a polygraph examination depending on the assignment.
  
- 11.3 Volunteers shall not be placed in service until they have been approved by human resources or by the police chief for police department volunteers.