

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Selection</b>		
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**1.0 Policy**

It is a policy of the City to establish uniform procedures for selecting and retaining a qualified and competent workforce.

**2.0 Procedure/Rule**

- 2.1 The Hiring Manager shall coordinate with Human Resources Department to discuss screening procedures and job-related qualifications.
- 2.2 Application for Employment. An application for initial employment, promotion, transfer or reemployment shall be submitted to the Human Resources Department. An applicant must complete the City’s on-line employment application in order to be considered for hiring, and attach the required documents listed in the job posting. All information submitted in connection with applying for City employment is subject to verification.
- 2.3 On-line applications are reviewed by the Human Resources Department and those meeting minimum requirements shall be forwarded to the Hiring Manager for consideration. The Hiring Manager shall review an applicant on the basis of the knowledge, skills and abilities required for the job and evaluate against the essential functions and job standards.
- 2.4 The Hiring Manager shall contact selected applicants and schedule interviews, shall conduct a job-related interview with a qualified applicant and has the responsibility to determine whether an applicant best fits the established job-related criteria required to perform the duties of the job.
- 2.5 An applicant shall be required to provide any information and undergo any examination necessary to demonstrate compliance with prescribed qualifications for the position involved. Interviews, performance test, written tests and/or other screening procedures may be used as appropriate.
- 2.6 The decision to hire an applicant is made by the Department Head, based on recommendations from the Hiring Manager, and subject to approval from the Human Resources Director. A salary offer greater than the minimum wage for the position shall be approved by the Human

Resources Director. (Also refer to the *Classification and Pay Plans (Civilian)* Policy).

2.7 Following a decision to employ an applicant, the Hiring Manager shall inform the Human Resources Director. **The Human Resources Director or his/her designee shall make an offer of employment** to the applicant, contingent upon the City processing a background check. Background checks shall consist of reference checks (completed by the Hiring Manager), verification of employment and education history, criminal history checks and driving record checks conducted by Human Resources. When required for specific positions, additional screening will be conducted which may include: credit checks, medical examinations, and/or drug screening tests (see *Drug and Alcohol Free Workplace* policy).

2.7.1 As a factor in determining an applicant's suitability for employment, the City will consider an applicant's past criminal offenses and criminal history, including convictions, deferred adjudications, and guilty pleas. The presence of a criminal history does not automatically bar an applicant from employment with the City. The City will take into consideration the nature of the criminal offense, the passage of time since the offense, and the nature and responsibilities of the employment position sought.

2.7.2 Medical Examination. If the applicant accepts the contingent offer of employment, the prospective new employee may be required to complete a medical history form and may be required to have a medical examination as a condition of employment, if such examination is reasonably related to the essential functions of the job. The examination shall only be required after a job offer has been made by the City to employ the applicant. The medical examination shall be made by a physician of the City's choice and paid for by the City. A medical examination of a prospective employee shall not be used to deny an individual with a disability employment with the City, as long as the individual is able to perform the essential functions of the position, with or without reasonable accommodation.

2.7.3 The Hiring Manager should notify applicants who were interviewed but not selected for employment.

2.8 Relocation Expenses. The City Manager may authorize an amount to be used for the expenses of an individual relocating for purposes of accepting employment with the City. Relocation expenses shall be paid to the employee; however, should the employee voluntarily terminate his/her

employment prior to the completion of six months of service, the employee shall be responsible for reimbursing the City for any relocation expenses paid, on a pro-rated basis, based on the number of completed months of service.

2.9 Disqualification. An applicant may be disqualified from consideration for any reasonable grounds relating to job requirements. An applicant also may be disqualified from consideration, including but not limited to, the following reasons, the applicant:

- Does not meet the qualifications necessary for performance of the duties of the position involved;
- Has made a false statement or an omission of material fact on the application form or supplements, thereto;
- Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- Has failed to submit the application correctly or within the prescribed time limit;
- Is not legally permitted to work in the United States; or
- Is in violation of the City's *Drug and Alcohol Free Workplace* policy or fails to pass a drug and/or alcohol screen.