## V. EMPLOYEE RECRUITMENT AND SELECTION

### A. Scope

The City will hire and promote employees in accordance with this policy. The city administrator or designee will manage the hiring process for all positions within the city. All hires will be made according to merit and fitness related to the position being filled.

The city administrator is the final authority regarding recruitment, selection and promotion of employees except department heads, police captains and police sergeants. The city administrator must recommend and the city council must approve the hire of department heads, police captains, police sergeants and new hires where the wage or salary is above the mid-point of the compensation schedule for the position.

### B. Selection Process

The selection process will be a cooperative effort between the city administrator or designee and the hiring supervisor, subject to the final hiring authority of the city administrator or City Council. Any, all, or none of the candidates may be interviewed.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and City of Shakopee needs.

### C. Applications.

All applicants for a position with the city must complete an online application. Any applicant giving false information or making false or misleading statements on the application or any application materials shall not be considered for the position or will be subject to immediate discharge.

### D. Pre-employment Background Check.

In accordance with federal, state, and local law, the City may conduct a pre-employment background check, including, but not limited to, a criminal record check of candidates for employment. This pre-employment background check may include a credit check, depending on the job duties of the position being filled.

### E. Pre-employment Medical Exams.

After a written conditional offer of employment is made, the City may require the candidate to take and pass a pre-employment exam, including a drug/alcohol test. Successful completion of other pre-employment screenings, such as a physical or psychological testing, may be required depending on the nature of the position. Examples of individuals required to undergo pre-employment (or pre-promotional) psychological testing include those applying for positions with the Police and Fire

Departments, as well as those being considered for upper level supervisory or management roles, such as Department Heads.

Candidates for a position as a Police Officer, , Maintenance Operator, Mechanic or Firefighter shall also be required to successfully complete a functional capacity evaluation, physically demonstrating their ability to perform the essential functions of the position.

**F. Awarding Accrued Leave at the Time of Hire.**

At the time of hire, the city administrator may grant a new employee up to a total of 160 hours of accrued vacation and/or sick leave or authorize the accrual of vacation at a rate up to the rate established for employees with 6 – 15 years of experience under the City's vacation policy, if it is deemed necessary to do so in order to attract the most well qualified candidate. The City Council may approve a greater grant of accrued leave or faster accrual of leave.

**G. Probationary Employees.**

Probationary Period. All employees shall be required to successfully complete a 12-month probationary period when they are first hired, re-employed, or reinstated to a position. All employees who are promoted, demoted, and transferred shall be required to successfully complete a 6-month probationary period. This intensive review period shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to a position, and for rejecting an employee whose performance does not meet the required work standards.

Extension. The probationary period may be extended for an additional six (6) months at the City Administrator's discretion. Any employee who has his or her probationary period extended, shall not be eligible for a wage step-increase until such time as the probationary period has been successfully completed. In cases where the probationary period is extended, the employee's anniversary date for the purpose of future step increases shall be the date the probationary period is successfully completed.

Discharge. The city administrator may discharge an employee at any time during the probationary period, with or without just cause. An employee so discharged shall be notified in writing and shall not have the right to appeal, subject to the rights of veterans.

Completion. The city administrator or designee, shall be responsible for determining successful completion of probationary periods.

**H. Temporary Appointments.**

Whenever a position is vacant or the position holder is absent for two-consecutive pay periods or more, the City Administrator may designate an individual to temporarily fill the vacant position as "Acting." If the city administrator determines it is appropriate, and budgeted funds are available; the city administrator may approve a temporary pay increase for “acting” positions of no more than 5% of the employee’s current salary to recognize extra duties related to the “acting” position.

**I. Promotions.**

Abolition of Current Position. The City Administrator or City Council may abolish a position and promote an employee into a similar, more responsible, position in the same or related department. In this instance, the procedures for filling a vacant position need not be followed.

Internal Promotion. Department Heads may recommend to the City Administrator that an opening within their Department be filled by internal promotion of another individual currently employed in that department, without an external posting of the position. Such promotional opportunities shall be publicly posted within the Department for a minimum of three-days and all applicants meeting the minimum qualifications shall be interviewed prior to a hiring recommendation.

Current City employees wishing to be considered for openings in another City department must submit an application as part of the external posting process.

**J. Employment of Relatives.**

No person shall be appointed, promoted, demoted or transferred to a position where that person would be on a daily basis supervising, or receiving supervision from that person's spouse, any person permanently residing with the employee, a child, parent, sibling, grandparent, or grandchild of either the employee or of the employee's spouse. Employees may be temporarily placed in the position of supervising a relative, with the advance approval of the City Administrator. Such temporary supervision shall be limited to providing work direction, and shall not include the authority to recommend hiring, promoting, terminating, disciplining or adjusting the compensation of a relative.