

# **NORTHERN GILA COUNTY SANITARY DISTRICT HIRING POLICY**

## **Equal Employment Opportunity**

The District is an equal opportunity employer. The District shall employ, without discrimination as 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 governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## **Americans with Disabilities Act (ADA)**

The District is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities. The District may make reasonable accommodations for qualified individuals with known disabilities where appropriate, unless doing so would result in an undue hardship for the District.

In general, it is the employee's responsibility to notify their Manager of the need for an accommodation. The Manager may ask the employee for input as to the type of accommodation the employee believes may be necessary, or the functional limitations caused by the employee's disability. Also, when appropriate, the District may need the employee's permission to obtain additional information from his/her physician or other medical or rehabilitation professionals.

## **Immigration Law Compliance**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the District within the past three (3) years, or if their previous I-9 is no longer retained or valid.

## **Application for Employment & Background Checks**

A person seeking employment with the District must do so on a District employment application form available through the main office or on the District website. The District will not accept general applications or applications to positions that are not currently available. If an applicant requires reasonable accommodation to complete the application process, they should contact the District office to make arrangements for those accommodations.

## **Employment of Relatives**

The District will not hire any applicant who is a direct relative of the District Manager, or Administrative Services Manager. Direct relatives include spouses, parents, grandparents, uncles, aunts, children, siblings, nieces, or nephews, whether by blood, adoption, or marriage. In addition, no direct relative shall be hired or promoted into a position that would result in him or her in a management/ supervisory or subordinate relationship with another direct relative.

## **Establishment of Positions**

During the budget approval process, the District Manager will submit for Board review, a detailed list of staffing needs and requirements for a safe and efficient operation. Once the Board has approved the request, these will become the established positions for that fiscal year. The District Manager may not hire in excess of the approved staff level without direct Board approval.

When it becomes necessary in the judgment of the District Manager, the District may eliminate any position in the District service.

## **Announcement**

All vacancies shall be internally posted on official bulletin board(s) designated by the District Manager for not less than five (5) continuous calendar days. This posting is to allow current employees who possess necessary qualifications to be considered for the vacancy prior to open competition for positions. If a qualified candidate is not received from the internal posting, the vacancy will be advertised externally. As deemed appropriate by the District Manager, vacancies may be posted in both print and or electronic form.

The announcement, both internal and external, shall specify the title and starting salary of the position; the nature of the work to be performed; the qualifications required or

preferred for the work; the manner of making application; and other pertinent information.

The District may require certain positions to meet specific standards, special experience, or training necessary, as determined by the District Manager.

### **The Selection Process**

An eligibility list of the most qualified applicants will be developed using the criteria outlined in the job description, the specific department's needs, the type of work involved and any other special requirements or training necessary to perform the required work.

An interview team will be appointed by the District Manager to administer oral interviews and/or written exams to those candidates on the eligibility list. In the case of support staff, the interview team will consist, as a minimum, of the immediate manager and one other manager. In the case of a Department Head vacancy, the interview team will consist, as a minimum, of the District Manager and two other managers.

Prior to the oral interview, the interview team will formulate the questions and situations which are to be used in the interview to measure the qualification and aptitude of the applicants. A standard form will be used to score the applicant's replies and interactions with the group.

Upon completion of the interview, the team will meet to compare and compile scores of the candidates. The candidate's scores will be forwarded to the office of the District Manager for review, with recommendations. Should any inconsistency or lack of agreement occur, the District Manager may call for a second assessment.

Interview records and papers are not public documents. Applicants shall not be entitled to review notes and scores of the interviewers or information pertinent to other applicants.

After the interviews, the District will extend a conditional offer of employment to the top candidate. Background verification and reference checks will be performed on the potential final candidate receiving the conditional offer of employment. This will include previous employers, educational and/or certification records, character references, driving, and a criminal record review. In addition, there will be a medical review, as described below.

## **Medical Review**

Upon acceptance of a conditional offer of employment, all candidates will be required to undergo a medical review process. The purpose of this review is to ensure that individuals who have received a conditional offer of employment will be able to perform the essential functions of the job, with or without reasonable accommodation.

If, in the opinion of a medical professional, the candidate is unable to perform the essential job requirements, with or without reasonable accommodations, the job offer will be rescinded. Results of medical evaluation, including the medical review form are considered confidential information, per Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations.

## **Appointments**

It is the District's policy to only offer employment to candidates possessing the highest assessment scores who meet all other requirements outlined in this policy. All appointments will be made at the discretion of the District Manager. All candidates who were interviewed for a vacancy will be notified as soon as practical of his/her employment status with the District.

## **New Hire Orientation**

It is the District's intention to provide all new employees with sufficient information and direction to facilitate adjustment to the individual's job, District policies and the District's operation as a whole. Prior to commencing job duties, all new employees will participate in a new hire orientation to review job responsibilities and the District policies and processes.