

CITY OF HIBBING
EMPLOYMENT POLICY

The City of Hibbing, in recognition of the essential rights of all employees and applicants as individuals, shall provide equal employment opportunities without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation. This policy shall apply to all phases of employment including, but not limited to, recruitment, hiring and promotion in all job classifications.

The City of Hibbing shall take affirmative action to insure that all personnel actions, such as rate of compensation, employee benefits, transfers, lay-off, demotions, training, terminations and promotions shall be administered without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

It is the policy of the City of Hibbing to comply in all respects with all Federal and Minnesota laws, rules and regulations with regard to the hiring of employees including but not limited to anti-discrimination laws, veterans preference, drug testing, and immigration laws. The provisions and requirements of Federal and Minnesota law supersede this section and all other sections of this policy.

Subject to the City Administrator's recommendation, it is the City's preference to fill job openings by promoting from within where qualified applicants are available. Notice of all vacancies for positions, shall be posted within all departments per contractual guidelines. When recruiting applicants from outside the City, the City will work directly with the Hibbing Workforce Center in recruiting qualified applicants and if appropriate, the City shall publish in local and/or regional newspapers.

If it is determined additional personnel will be hired from outside City personnel, the following procedures shall apply:

- a. If the position filled has either a new job description or an old job description, which has been modified or changed, the City Council shall be advised prior to the start of the hiring process.
- b. The City Administrator has the authority to fill temporary positions, but must have the authorization and approval of the City Council to fill any regular full-time or regular part-time positions.
- c. The job description, wage information, and job status (temporary or permanent) along with a date established to collect applications is supplied to the Hibbing Workforce Center. If additional recruitment for a qualified applicant is necessary, the City shall publish in local and/or regional newspapers.

- d. From the initial applications received, the City Administrator along with the appropriate Department Head and a representative from the Human Resources Department will determine whether the applicant has the legal right to work in the United States, will administer any necessary employment tests, and where appropriate, will conduct credit, personal reference, and criminal conviction investigations.
- e. The City Administrator will determine when interviews are conducted for open positions. The City Administrator, appropriate Department Head and any other staff deemed appropriate will conduct the interviews. The interviews are confined to job-related, non-discriminatory questions, with each applicant being asked the same set of questions. The City Administrator will make a recommendation to the City Council as to which of the finalists to whom the position is offered.
- f. A medical examination, at City expense, and scheduled by the City and must be satisfactorily completed prior to full-time status being granted. A medical examination is performed in accordance with Federal and Minnesota law, and the results of such examination will be used and maintained in accordance with Federal and Minnesota law.
- g. To aid in the process of selecting those most qualified for the job, the City may use employment tests as a part of normal hiring procedure for certain positions. Employment tests administered will be used in accordance with Federal and Minnesota law.
- h. Department Heads will supply a list of summer positions to the Human Resources Department by the end of March for advertisement to the Workforce Center for a minimum of three weeks. All interested applicants must complete an application with the Workforce Center. All applicants will have an equal opportunity to apply for positions. Applicants that have previously worked for the City of Hibbing are required to reapply each year. Appropriate background checks conducted according to statute and the Child Protection Act. Any data that is accessed and acquired is maintained at the Police Department under the care of custody of the chief law enforcement official or his or her designee.
- i. Qualifications for the minimum wage student positions hired for the Cemetery and Parks and Recreation Departments include: must be resident of the City of Hibbing and enrolled in post-secondary or College degree program. All applicants with the above qualifications will be interviewed. Interviews will be conducted via phone or in person and scheduled for one-two days (depending on the number of applicants). The interviews will be conducted by the Human Resources Director and Department Supervisor.

It is the Department Head's responsibility to make a recommendation to the City Administrator regarding whether an applicant is technically qualified for the position. The Department Head shall conduct the orientation and training of a new employee.

Upon starting a job, employees are under a contractual probationary period during which they have the opportunity to demonstrate their ability and work performance. During the

probationary period, employees can discuss their progress with their supervisor and become fully acquainted with their job and their fellow workers. The City may terminate any employee's employment, with or without cause or advance notice, at any time during the probationary period.

New employees are required to sign the following Acknowledgment regarding the probationary period when they begin work.

EFFECTIVE DATE: _____

Cheri A. Benschers
City Administrator

7/21/2011
Date

EMPLOYEE ACKNOWLEDGEMENT

The undersigned, _____, acknowledges that he/she hired as an employee of the City of Hibbing, Minnesota, at the position of _____.

I further acknowledge that my start date of _____ begins my probationary period. Until my probationary period is completed, I am an "at will" employee of the City of Hibbing. That means either the City or I can terminate my employment at any time, for any reason, with or without cause or advance notice. If released from employment with the City of Hibbing, either at or prior to the end of my probationary period, I understand that I will have no property interest in the position for which I am hired.

I further acknowledge that employees in positions not included in a represented bargaining unit remain "at will" employees of the City of Hibbing even after the completion of their probationary period.

Employee Printed name

Employee's Signature

Date

TEMPORARY EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge that the temporary position, for which I 'm hired as an employee of the City of Hibbing, shall not entitle me to any fringe benefits. I further acknowledge that said position may be terminated without cause or advance notice at any time by the City of Hibbing. I understand that I have no property interest in the position for which I'm hired.

Employee Printed name

Employee's Signature

Date