

**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**RECRUITMENT AND EMPLOYMENT
SOP #21-001**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

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9/24/12

Date

Becky Bank

Town Administrator

9-24-12

Date

1-1. POLICY.

The Town of Davie is committed to employ the best qualified candidates for approved Town positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the Town of Davie to provide equal employment opportunities to all applicants and employees.

Appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment.

1-2. SCOPE.

This operating procedure applies to all applicants and employees of the Town of Davie.

1-3. PROCEDURE.

a. Request to Fill Vacant Positions.

Whenever a vacancy exists the department with the vacancy must determine whether the vacant position needs to be filled. If after review it is determined that the vacancy must be filled the Department Director must submit the approved, completed Request for Hire form to Human Resources. The Request for Hire will then be forwarded to the Budget and Finance department as well as the Town Administrator for approval.

b. Notice of vacancy.

Upon approval of a request for hire, the Human Resources Department shall review existing eligibility list(s) to determine if a list exists for the vacant position classification. If none exists, Human Resources shall prepare a notice of vacancy to post and, if appropriate, advertise in order to provide candidates to fill the vacant position(s). Various media of publicity shall be used as might be expected to bring notice of vacancies to as many qualified persons as necessary.

c. Acceptance of applications.

Application for employment shall be accepted within the prescribed time period as set forth in the recruitment announcement. Each candidate for municipal employment shall apply in the manner prescribed by the Town Administrator or designee. Application for positions shall be submitted on the prescribed application form. Each applicant shall answer all questions and furnish all information as required in the form or forms of application prescribed. In addition to the information required on the forms of application, each applicant shall submit to such other examinations or tests (written, practical, performance, psychological, physical agility, personality/suitability profile, controlled substance test, medical, etc.) and interviews (personal, character, background, credit, etc.) as shall be deemed appropriate by the Town Administrator or appointing

authority to determine the fitness of applicants for appointment. Each applicant waives any privilege concerning confidential information provided for within Florida Statutes. An applicant for a position in the police or fire service who, for any reason, fails to pass an exam utilizing a deception detection device or is deemed not to be suitable for the position based on the psychological and/or personality/suitability profile portion of the employment examination, may at the discretion of the Town of Davie be excluded from retaking the examination either indefinitely or for a period of at least one year from the date of the original test.

d. Competitive examination.

All applicants for positions within the Town of Davie may be subject to competitive examinations including, but not limited to, written test, oral test, performance assessment center or test, physical performance test, and structured interviews. Additionally, eligible candidates must pass a background investigation. A background is to include, but not be limited to, medical exam, proof of education and experience, criminal history check, county docket track, state FDLE, national FBI, deception indicators (CVSA and polygraph), credit inquiry, employment history, educational verification, neighborhood check, sexual predator check, worker's compensation history, fingerprint check, personal references, name change verification, and naturalization status verification.

1. Veteran's preference. The Town of Davie will grant veteran's preference to eligible veterans of the Armed Forces of the United States in compliance with applicable federal and state laws concerning veteran's preference. The Town of Davie is committed to maintaining compliance with veteran's preference laws and all related provisions, as they may be amended from time to time.

e. Eligible lists.

The Human Resources Department shall establish and maintain such employment lists of various classes of positions in the Town of Davie service as are necessary to meet the needs of the service. In the event the Town of Davie identifies certain desirable "qualifications" (e.g., experience levels, educational needs, certain licenses or certifications, etc.) over and above the minimum requirements set forth in the class specification, and/or the vacancy/position announcement, the Town of Davie may establish a separate eligible list for those applicants who possess the additional, desirable qualifications and may select applicants from this list prior to selecting from the list of applicants who possess the minimum job requirements only.

1. Duration of list. Eligible lists and the names appearing thereon shall remain in force one year or, where lists have been combined, one year after the date of combining. Eligible lists may be extended for up to one year by the Town Administrator or designee as circumstances dictate.
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2. Removal from eligible list. The name of any person appearing on an eligible list may be removed by the Town Administrator or designee if the eligible person requests in writing that his/her name be removed, or if he/she cannot be located by postal authorities or other means of ordinary communication within five (5) days following the date of notification. The name of any eligible person may also be removed if the eligible person has waived an appointment twice in the same classification of position. Any cause specified in these rules for rejection of any application can likewise be cause for the removal of a name from the eligible list.

f. Selection.

1. Human Resources will submit applications and resumes of candidates who meet the minimum qualifications for the position to the Hiring Manager. The Hiring Manager will identify the most appropriate candidates for interviewing.
2. Hiring Managers are responsible for conducting timely, effective interviews of qualified candidates for the position. Human Resources is available to advise on interview techniques and final candidate selection.
3. Upon determination of the final candidate, the Hiring Manager and Human Resources will collaborate on the development of the most appropriate offer of employment.
4. Employment reference checks and background checks will be conducted by Human Resources for the selected final candidate.
5. No person shall willfully or corruptly make any false statement, certificate, or report regarding any appointment, or in any manner permit any fraud preventing the impartial execution of the personnel policies as pertaining to employment practices. No person seeking appointment in the Town of Davie service shall either directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for or in connection with his/her appointment or proposed appointment. This is not intended to prevent payment to a legitimate employment agency.
6. Once selected, the applicant will be given a conditional offer of employment. Thereafter, the applicant will be required to submit to medical testing, which may include a medical examination, psychological examination, deception detection examination, etc. A selected applicant must successfully meet the minimum standards of the post-conditional offer testing in order to be hired. Otherwise, the conditional offer will be rescinded.

g. Types of initial appointments.

The following types of initial appointments may be made to the Town of Davie service on the biweekly payroll in conformity with the rules established: Conditional, Regular F/T, Regular P/T, Temporary, Seasonal, and Intern.

1. **Conditional appointment.** A conditional appointment is one made to the classified service in a probationary status to fill a regular full-time position. The appointee, if hired or promoted is required to serve a probationary period of twelve (12) continuous months, unless otherwise provided for in a collective bargaining agreement. The probationary employee's performance will be appraised, at a minimum, upon completion of six (6) and twelve (12) continuous months of service in the classification. Upon completion of a twelve-month performance appraisal, the employee may advance to the higher rate of pay in accordance with the Pay Plan Policy. During the probationary period, the employee shall be entitled to vacation leave and sick leave as provided for in the Personnel Policy Manual.
 2. **Regular F/T or Regular P/T appointment.** After the probationary period and upon written notification of satisfactory service and request by the appointing authority, the Town Administrator or designee shall certify and induct the employee as a regular appointment, and such employee shall be entitled to all benefits there under as of the date of the original appointment.
 3. **Temporary appointment.** If the Town Administrator or designee determines that a situation warrants a temporary appointment or if a vacant position must be filled and there is no appropriate eligible list from which an appointment may be made, it is in the best interest of the Town of Davie to temporarily appoint a person meeting the qualifications for the position after such interviews, investigations, and other evaluations as the Town Administrator or designee may desire. A temporary appointment may be made with the expectation that it will be for no more than three hundred sixty-five (365) consecutive days.
 4. **Appointment of seasonal and intern employees** shall be administered by the appointing authorities and/or the Town Administrator or designee.
 5. **Probationary period.** Following the conditional appointment of any applicant into the employ of the Town of Davie, a probationary period exists, during which time an employee must perform to the satisfaction of the appointing authority before being finally inducted and entitled to the benefits of the classification. The length of the probationary period for all employees of the Town of Davie shall be twelve (12) continuous months. If, during the initial probationary period, an employee is transferred to another department, the probationary period may be extended for up to an additional six (6) months. The Town Administrator or designee may, at their discretion, extend the probationary period for an employee for disciplinary purposes and when leave of more than three (3) months is taken. Unpaid leaves of absences will extend the probationary period for a time equal to that of the leave of absence. The probationary period shall be regarded as an intrinsic part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position, and for eliminating any conditional employee whose performance does not meet the required standards.
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During this period of probation, conditional appointees may be dismissal by the appointing authority and shall not be entitled to appeal the dismissal. Dismissal by the appointing authority with approval of the Town Administrator or designee shall be final.

h. Disqualifications.

The Town Administrator or designee may remove from further consideration at any time the application of an applicant who demonstrates any of the questionable behaviors following, based upon considerations which include, but are not limited to:

1. Does not possess the minimum qualifications;
2. Unsatisfactory employment or personnel record, as evidenced by reference check, of such a nature as to demonstrate unsuitability for employment;
3. Has made false statement of any material fact or practiced deception in his/her application;
4. Demonstrates inappropriate behavior during the hiring process. Inappropriate behavior would be any of the ramifications which would result in discipline of a Town of Davie employee;
5. Exhibits habitual use of drugs or intoxicants;
6. The conviction of a felony or crime involving moral turpitude. As used herein, the term "convicted" means a plea of guilty, a plea of nolo contendere, or a finding of guilty (regardless of whether adjudication is withheld) by any judicial body charged with the responsibility to determine violations of federal, Florida or any other state statute or law. Of course the Town of Davie will evaluate the nature or gravity of the offense; the time elapsed since the conviction and/or completion of the sentence; the nature of the job sought or held and other relative factors.
7. Does not reply to a mail inquiry within five (5) business days or does not return a telephone inquiry within two (2) business days;
8. Fails to accept appointment within two (2) business days or to report for duty within the time prescribed in the offer.

i. Responsibility

The Human Resources Department is responsible for the overall management of the recruitment and selection processes.
