SECTION 102. Hiring Process.

The City Manager will administer and coordinate the hiring process for all position vacancies, with the exception of competitive police vacancies which are done in accord with applicable State Laws and/or, if applicable other City policies. All hiring efforts are conducted in the spirit of equal opportunity.

Procedures set forth herein will be adhered to by all Departments in the announcing and filling of all position vacancies. The City Manager shall make all offers of employment, including salary.

~~When practical, every effort may be made to advertise vacancies, in any, some or all of the following ways, for a period of five (5) work days: an e-mail to all current City employees; on the City's web page under employment opportunities; on bulletin boards in City-owned buildings to the extent practical. An advertisement may be placed in local or regional newspaper(s).~~

All job openings are to be posted for ten (10) workdays. Notice should be posted within five (5) working days of vacancy. Recruit before vacancy when applicable. All positions are to be posted on city website, sign, newspaper, city Facebook page, and at least one external job recruitment website.

The hiring checklist will be completed by the City Manager and made part of the employee handbook for approval by the City Council, and followed by all Departments during the vacancy to hiring process.

Applicants must be eighteen (18) years of age or older, a citizen of the United States, and have a social security card before employment may begin. It is incumbent upon the employee to provide proof of residency.

Applications for a vacant position will remain active until that position is filled. Applications will be considered valid only if received in the City Manager's Office by 5:00 p.m. on the closing date of the announcement. Applicants for more than one (1) vacancy being advertised at the same time must submit separate applications for each position, but a copy of the application may be accepted. If that person is selected based on a xerographic application, the person must complete and sign a new application before being processed for employment. Applicants will be disqualified from consideration if the requirements are not met.

SECTION 103. Pre-Employment/Neutral Selection/Reasonable Suspicion Drug and Alcohol Screens.

Pre-employment, Neutral Selection and Reasonable Suspicion drug and alcohol screens will be administered in accordance with the City's separate Policy on Drug and Alcohol attached hereto in Appendix D. Each employee is urged to be familiar with the City's policy.

SECTION 104. Probationary Period.

All new employees, except "Part-Time Employees," "Temporary Full-Time Employees," and "Temporary Part-Time Employees," as such terms or phrases are described and understood in this Manual, upon initial hire to regular full-time positions are placed in a probationary status for six months from the date of hire.

If the employee successfully completes the probationary period, he/she becomes a regular full-time employee.