

2.02 Vacancies

The City Council must approve the filling of all vacancies.

When the City determines that a vacancy should be filled or a new position created within the City, the City agrees to post a notice of such vacancy. The vacancy will not be filled until the notice has been posted for at least ten (10) working days. This posting period may be waived by the City Council.

The selection of any applicant to fill a job vacancy shall be made on the basis of relative ability, experience, and qualification.

The City may transfer employees to another position. The City establishes job requirements, determines an applicant's qualifications, and selects an applicant based on who the City determines to be the best qualified applicant for employment. The City may temporarily fill a position while processing the permanent vacancy or publicly soliciting employment applications from non-employees. The Mayor, Administrative & Personnel Committee chair or their designee, and the Department Head of the vacant position shall handle the hiring process and selection of an applicant to fill a job vacancy, unless otherwise required by law, regulation, or ordinance. The hiring process for Police and Fire Department employees will be governed by the Police and Fire Commission By-laws. The hiring process for library employees will be governed by Library Board policies.