

# Village of Poplar Grove

## Ordinance No. 2024-21

### An Ordinance Establishing Hiring Procedures for the Village of Poplar Grove

#### TITLE 1 ADMINISTRATION – CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES

**WHEREAS**, the Village of Poplar Grove recognizes the need for fair, consistent, and transparent hiring practices to promote the efficient operation of the municipal government; and

**WHEREAS**, the Village of Poplar Grove desires to establish guidelines for hiring that ensure equal opportunity for all candidates and compliance with applicable laws and regulations;

**NOW, THEREFORE**, be it ordained by the Village Board of the Village of Poplar Grove that CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES be amended as follows:

##### **Section 1-6K-1: Purpose**

The purpose of this Ordinance is to establish a set of guidelines for hiring practices within the Village of Poplar Grove to ensure the selection of qualified candidates in a fair and equitable manner for staff, other than appointed officers by the Village President under municipal law.

##### **Section 1-6K-A: Applicability**

This ordinance shall apply to all hiring processes within the Village of Poplar Grove, including but not limited to full-time, part-time, seasonal, and temporary employees. This ordinance does not apply to elected officials, or officers, who are subject to other election laws and procedures.

##### **Section 1-6K-B: Equal Opportunity Employment**

1. The Village of Poplar Grove is an equal opportunity employer. All hiring decisions will be made based on qualifications, skills, experience, and merit, without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or any other characteristic protected by law.
2. The Village will make reasonable accommodations for applicants with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

##### **Section 1-6K-C: Hiring Process**

1. **Job Postings:**
  - o All job openings shall be posted publicly on the Village's official website, local bulletin boards, and other reasonable outlets (e.g., local newspapers or job boards) as determined by the Village Clerk or designee.

- The job posting shall include a description of the position, qualifications required, job duties, salary range, application deadline, and other relevant details.
- 2. Application Submission:**
- Applicants must submit their applications in writing, either via the Village's online portal, by email, or by hand delivery to the Village Hall, depending on the specific instructions provided in the job posting.
  - Applications shall include a completed application form, a resume (if required), and any other documents requested in the job posting.
- 3. Screening and Interviews:**
- The Village President or designee shall review all applications to ensure they meet the minimum qualifications outlined in the job posting.
  - A hiring committee may be formed, composed of at least two (2) individuals, including the Village President, the department head, or one additional member from the Village Board or another appointed representative.
  - The hiring committee will screen applications, conduct interviews, and assess candidates based on their qualifications, experience, and suitability for the position.
- 4. Background Checks:**
- All candidates under consideration for hire may be subject to a background check, which may include criminal history, employment history, and other relevant checks based on the nature of the position.
  - The Village will obtain written consent from the candidate prior to conducting any background checks.
- 5. Selection and Offer:**
- Upon completion of the interview process, the Village President or hiring committee will submit a recommendation for the selected candidate to the Village Board for final approval.
  - Once approved, a formal job offer will be extended to the selected candidate. The offer will include details of the position, salary, benefits, and any other applicable terms.

## **Section 1-6K-D: Appointment and Employment**

- 1. Appointment:**
- The Village Board shall formally approve all appointments for Village employment, including full-time, part-time, and temporary positions.
- 2. Employment Policies:**

- All employees of the Village of Poplar Grove will be subject to the Village’s employee policies and procedures as set forth in the Employee Handbook, including but not limited to policies regarding ethics, conduct, and workplace safety.

### **Section 1-6K-E: Non-Discrimination**

The Village of Poplar Grove shall adhere to all federal, state, and local laws related to non-discrimination in hiring practices. Any person who believes they have been discriminated against in the hiring process may file a complaint with the Village Clerk.

### **Section 1-6K-F: Retention of Records**

1. The Village Clerk shall maintain all application materials, interview notes, and background check results for a minimum of two (2) years from the date of the hiring decision.
2. Upon request, candidates may review their own application materials, but not the materials of other candidates.
3. Only after hiring, the candidate may be subject to open records and FOIA request of application materials, because they are now a public employee.

### **Section 1-6K-G: Implementation**

The Village President, Village Clerk, and Village Board shall be responsible for implementing the provisions of this Ordinance and ensuring that all hiring procedures follow the established guidelines. The Village Clerk or Village Administrator, shall report to the Village Board on hiring practices and outcomes at least once annually.

### **Section 1-6K-H: Severability**

If any section, provision, or part of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance shall remain in full force and effect.

### **Section 1-6K-I: Effective Date**

This Ordinance shall be effective immediately upon adoption by the Village Board.

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**ADOPTED this [day] of [month], [year], by the Village Board of the Village of Poplar Grove.**

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**[Signature lines for Village President, Village Clerk, and Board Members]**

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This ordinance sets out a clear framework for hiring practices while promoting fairness, transparency, and adherence to legal requirements. It can be modified to reflect specific needs or additional procedures as required by the Village of Poplar Grove.