



Finance Agenda Item

Meeting Date: May 28, 2024

Agenda Item: Recruitment and Selection Policy

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BACKGROUND

(Enter the who, what when, where, why)

1. For many years, the hiring of City employees has been guided by the 2011 Employee Handbook and Policy 202.01 Recruitment and Selection.
2. The entire City of Whitewater Employee Handbook and its related policies have been under review for several years.
3. CVMIC (our insurance carrier) advised that our Selection and Recruitment Policy be removed from the handbook and updated.
4. Additionally, the Common Council has expressed a desire to play a more active role in the hiring process for department heads.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

The Recruitment and Selection Policy is in need of a complete revision. Additional time is needed to research and vet better policies and procedures. Staff recommends approving the addition of the department head recruitment language under III. B. 17. with the understanding that the policy will be brought back to Finance and Council with revisions and additions.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Recruitment and Selection Policy with revision to III. B. 17.