



# EMPLOYEE MANUAL

Policy Title: **Recruitment and Training**

Policy No.: 6.0

Section Nos.: 6.0 - 6.10

Approval Date: 01/17/2018

Effective Date: January 2018

Approved By: Board of Directors

## 6.0 RECRUITMENT AND HIRING

### 6.1 Appointment

When a person has been offered and has accepted a position, his/her hiring is referred to as an "appointment" to the position and classification. The date of that appointment is referred to as the appointment date or anniversary date.

### 6.2 Vacant Positions

As used in this policy, "prohibited substances" include, but are not limited to, the following:

- 6.2.1 Appointment of qualified present (or laid off) employees of the Agency without announcement or examination.
- 6.2.2 Appointment of present employees of the Agency following announcement and internal process
- 6.2.3 Appointment following the announcement and open/competitive process.

### 6.3 Open/Competitive Process

The process is open to any person, employee or non-employee, who meets the minimum qualifications for the classification. Applications will be solicited by a public announcement posted in a manner and at locations to be determined by General Manager. Such announcement shall specify the vacant position by title, job description, compensation range, required and desirable qualifications, deadlines and procedures for applying, any examinations required, and any other applicable information. The selection techniques used in this process will be impartial and relate to those subjects which fairly measure the relative capacities of the persons to execute the duties and responsibilities of the job to which they seek to be appointed. The process may include, but is not necessarily limited to achievement and aptitude tests, other written tests, personal interview, performance tests, evaluation of daily work performance, work samples, successful completion of prescribed training, or other techniques as determined by the Agency

### 6.4 Internal Process

The internal process is open for present qualified employees of the Agency and announcements are disseminated internally.

### 6.5 Temporary Employment

This section applies to all Agency employees except for those hired on a temporary or intermittent basis. In cases of temporary employment or emergency employment, the General Manager is authorized to use simplified procedures for filling vacancies for specific job duties for a limited period of time, as he or she deems appropriate under the given circumstances.



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## **6.6 Eligibility to Work in the United States**

As a prerequisite to being hired by the Agency and in compliance with the Immigration Reform and Control Act of 1986, each potential employee is required to present the Agency with a completed Employment Eligibility Verification Form I-9 and proper documentation, which establish the employee's identity as well as the employee's eligibility to work in the United States in accordance with all applicable laws, and be ready to have such information submitted to the federal E-Verify program. Employees with general questions or seeking general information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or good faith complaints about immigration law compliance without fear of reprisal.

## **6.7 Equal Employment Opportunity**

The Agency provides equal employment opportunity for all applicants and employees regardless of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

This is reflected in the entire Agency's practices and policies regarding recruitment, hiring, training, promotions, transfers, and rates of pay, layoff, and other forms of compensation. It is the responsibility of every manager, supervisor and employee to conscientiously follow this policy, and the Agency's policy regarding harassment and discrimination, as set forth in Section 3 (Equal Employment Opportunity) of this Manual and the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy.

## **6.8 Pre-Employment Investigation**

As part of the selection process, the Agency may conduct investigations of candidates including, but not limited to, reference checks, general background checks, and employment checks, as well as evaluations of experience, personal traits, and character. All applicants for employment may be required to undergo physical and/or medical examinations. Applicants in safety-sensitive appointed positions shall include testing for drugs and/or alcohol. In accordance with California law, the Agency will not inquire into an applicant's conviction history or conduct physical and/or medical examinations of an applicant until after a conditional offer of employment has been made to the applicant.

## **6.9 Orientation**

During an employee's first week of employment, the employee will participate in an orientation program conducted by the employee's supervisor and Human Resources, during which the employee will receive important information regarding the performance expected and required of the employee, basic Agency policies, compensation, and benefits programs, as well as other information necessary to acquaint the employee with Agency policies, including the Agency's



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Injury and Illness Prevention Program and safety training. The employee may be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, appropriate Federal, State, and local tax forms, and other necessary administrative forms. The Agency strongly encourages new employees to ask any and all questions they may have during the orientation program so that they will understand all guidelines that affect and govern their employment relationship with the Agency.

### **6.10 Disaster Service Workers**

Those employees who are trained under the California Emergency Services Act, are considered Disaster Service Worker Volunteers, and must render such assistance as may be necessary in times of emergency, as declared by the Governor or his or her designee. The Agency has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when employees must perform them. Employees must complete the Disaster Service Worker Registration, including the loyalty oath, at the back of this Manual to effectuate this policy. Employees will be compensated for all work performed pursuant to this policy.