

**CITY OF GUSTAVUS
Ordinance FY15-08**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 3,
CHAPTER 3.03 RECRUITMENT PROCEDURES**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that **TITLE 3, CHAPTER 3.03.01 (a)(3)(D)** be amended as follows: **Bold and underlined** items are additions.

Chapter 3.03.01 Position Vacancies and Publicity

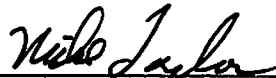
- (a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the Mayor, or the Mayor's designee, will publish or post notice of position vacancies as follows:
- (1) Position vacancy announcements shall be posted in at least three public places within the City of Gustavus, to include the council chambers, for a minimum of ten days.
 - (2) At the Mayor's discretion, positions may also be advertised by using any, or any combination of, State or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.
 - (3) All position vacancy notices shall include at least the following:
 - (A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, and other pertinent information.
 - (B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.
 - (C) An equal opportunity statement.
 - (D) **A statement that reasonable accommodation to facilitate the submission of an application is available on request.**

Section 4. Effective Date. This ordinance become effective upon its adoption by the Gustavus City Council.

Date Introduced: October 13, 2014

Date of Public Hearing: November 13, 2014

PASSED and APPROVED by the Gustavus City Council this 13th day of November, 2014



Mike Taylor Mayor



Attest: Lori Ewing City Clerk

UNCLASSIFIED

DATE: 10/10/2014

UNCLASSIFIED BY THE OFFICE OF THE CHIEF OF POLICE, 10/10/2014

DATE OF REVIEW: 10/10/2014

DATE OF REVIEW: 10/10/2014

Section 1

Section 2

Section 3

(a) A person who is a member of the public shall not be allowed to enter the premises of the

(b) A person who is a member of the public shall not be allowed to enter the premises of the

(c) A person who is a member of the public shall not be allowed to enter the premises of the

(d) A person who is a member of the public shall not be allowed to enter the premises of the

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Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Section 10

Section 11

Section 12

Section 13

Section 14

Section 15

Section 16

Section 17

Section 18