

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION 2013-16**

**A RESOLUTION OF THE CITY OF GUSTAVUS ADOPTING A POLICY AND  
PROCEDURE FOR REGULAR POSITIONS**

**WHEREAS** the Gustavus City Council adopted a major revision of Title 3, Personnel, by Ordinance FY12-13 on April 12, 2012; and,

**WHEREAS** City of Gustavus 3.04.01 defines employment categories, distinguishing between a Regular Position and a Temporary Position; and


**WHEREAS** there is a need to distinguish clearly between regular and temporary positions in hiring practices and forms with regard to the City's obligations and the employee's rights and expectations; and,

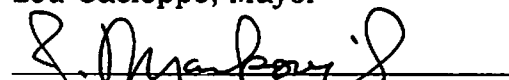
**WHEREAS** a clear and uniform procedure and related forms will facilitate the exercise of the Mayor's responsibilities under AS 29.20.250, AS 29.20.500, and City of Gustavus Municipal Code Section 2.10.010 as Personnel Officer for the City of Gustavus and will protect the City from liability resulting from inconsistent and unlawful personnel practices;

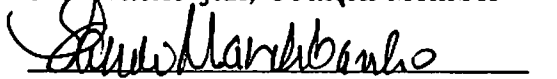
**NOW THEREFORE BE IT RESOLVED THAT:**

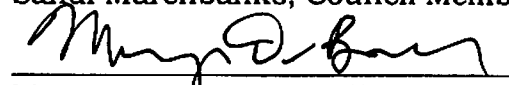
The City of Gustavus adopts Policy and Procedure for Regular Positions.

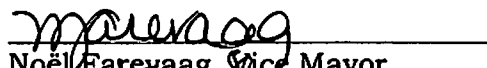
PASSED and APPROVED by the Gustavus City Council, this 13<sup>th</sup> day of June, 2013.

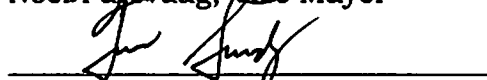
  
\_\_\_\_\_  
Lou Cacioppo, Mayor

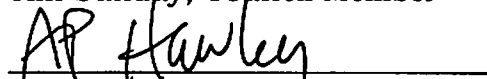
  
\_\_\_\_\_  
Jim Mackovjak, Council Member

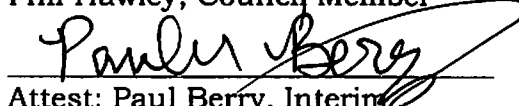
  
\_\_\_\_\_  
Sandi Marchbanks, Council Member

  
\_\_\_\_\_  
Morgan DeBoer, Council Member

  
\_\_\_\_\_  
Noel Farevaag, Vice Mayor

  
\_\_\_\_\_  
Tim Sunday, Council Member

  
\_\_\_\_\_  
Phil Hawley, Council Member

  
\_\_\_\_\_  
Attest: Paul Berry, Interim  
City Clerk

## **City of Gustavus**

### **Policy and Procedure for Recruitment, Selection, and Hiring of Regular Position Employees**

#### **Policy**

The purpose of this policy and procedure document is to establish recruitment, selection, employment, and termination procedures for regular-position employees of the City of Gustavus.

It is the policy of the City of Gustavus (CoG) to exercise a system of personnel administration based on merit and professional methods of recruitment, selection, employment, promotion, transfer, removal, and discipline, as outlined in CoG Title 3, Personnel.

#### **Definition**

A regular position is defined in CoG 3.01.02: A regular position is a full-time (40 hours per week, or 2,080 hours per year) or a part-time (less than 40 hours per week, or less than 2,080 hours per year) year-around position in which the employee generally works the same schedule every week. Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs.

#### **Procedure**

##### **1. A Identify and justify the need for a regular position**

- A.** The resignation or termination of a regular-position employee.
- B.** Creation by act of the Council of a new position to carry out on a regular year-round basis the municipal services established by the Gustavus Municipal Code.

##### **2. Position Description**

###### **A. Vacant Positions**

The Mayor or committee will review the current position description to determine whether it reflects the existing needs of the City prior to recruiting to fill that vacancy. Any changes to the position description will be submitted to the City Council for discussion and approval by motion.

###### **B. New Positions**

The Mayor or her/his designee will draft a position description for the new position following the same format established by existing position descriptions. The Mayor will review and refine the position description and submit it to the City Council for discussion and approval by motion. See CoG 3.04.02 (d) for the elements that must be included in the position description.

##### **3. Identify the funding source**

If the position is a new one, or a vacated position is to be funded at a higher level, the City Council will discuss and appropriate funding for the position. New positions are generally funded during annual budget deliberations.

#### **4. Regular Position Announcement**

The committee or Mayor creates a regular position announcement including elements per CoG 3.03.01 (a) (3) (A) (B) (C). The Mayor reviews and approves the announcement and authorizes its publication, posting, and distribution. The Mayor will attach a copy of the complete position description, if possible. If newspaper or online listings prohibit the use of a complete job description, interested parties shall request an application and complete position description from the City Clerk.

#### **5. Publicity**

Follow the procedure outlined in CoG 3.03.01 (a) (b), Position Vacancies and Publicity.

#### **6. Employment Application**

Candidates may pick up an application at City Hall, or request by mail or electronic copy, a City of Gustavus Employment Application Form. Completed applications must be returned to the City Clerk by the deadline posted on the position announcement. The applicant will acknowledge that she/he has read and understood the position description.

#### **7. Selection Criteria and Ranking**

The Mayor and/or selection committee will prepare selection criteria based on the posted position qualifications and job description and rank them according to their importance to the overall job. Selection criteria shall be approved by the City Council prior to reviewing applications. A committee member shall not be a relative or close friend of the applicant.

#### **8. Interview Questions**

The Mayor and/or selection committee shall prepare interview questions. Questions shall be limited to those addressing a candidate's knowledge, skills, abilities, and experience that are directly related to the duties and responsibilities of the position for which the candidate is applying. Questions shall be approved by the Mayor prior to scheduled interviews. Applicants will be asked identical job qualification-related questions.

Questions regarding an applicant's physical or mental disability are permissible only where (1) the applicant has voluntarily disclosed the existence of such a disability or the disability is readily apparent and, (2) inquiry is necessary to determine whether the applicant can perform the essential functions of the position. Inquiry into an applicant's disability is strictly limited to whether she or he can perform the essential functions of the position with or without accommodation. Questions to be avoided during the hiring process are those concerning age, marital status, sexual orientation, family, race, religion, ancestry, and similar questions of a personal nature.

#### **9. Reference Checks**

The Mayor or her/his designee shall be responsible for conducting reference checks of all finalists. Reference checks shall be limited to inquiries directly related to the applicant's ability to carry out the duties of the position in accordance with duties and qualifications listed in the job announcement and

criteria established for the interview process. Language used in the reference check shall be consistent for each candidate and approved in advance by the Mayor. Requests for references will only be made of those individuals the applicant has specifically approved unless a written waiver is obtained from the applicant to obtain information from other employers regarding job qualifications and performance.

If there is only one applicant and that applicant is well known to the selection committee or Mayor through previous employment with the City of Gustavus, this step may be omitted at the discretion of the Mayor.

In the case of the City Clerk/Treasurer, the applicant must be bondable per AS 29.20.380 and AS 29.20.390.

#### **10. Notify Unsuccessful Applicants of Results of Selection Process**

Unsuccessful applicants will be notified by the Mayor or her/his designee with a brief letter stating that the position was filled with the most qualified candidate and thanking the applicant for her/his interest in employment with the City of Gustavus.

#### **11. Employment of Successful Applicant**

The Mayor is the appointing authority and supervisor for all City of Gustavus positions, with the exception of the City Clerk/Treasurer and Municipal Attorney per AS 29.20.360 and CoG Municipal Code 2.50.010. The City Council will appoint the City Clerk/Treasurer and will supervise the City Clerk/Treasurer's performance.

The Mayor will recommend the appointment to the City Council, which will confirm the appointment by motion at the next General or Special Meeting.

The successful applicant will fill out appropriate forms (I-9, W-4 etc.) as required by law with the City Clerk (or Mayor/Mayor's designee, if the Clerk's position is vacant) and will sign a letter of acceptance issued by the Mayor. The letter of acceptance will indicate the position title, position category (regular full-time/regular part-time); salary or hourly wage; hours per work week; workplace; benefits per CoG Benefits Policy, as amended; probation period per CoG 3.04.03.

#### **12. Introductions and Orientation**

The Mayor will give the new employee a copy of Title 3, Personnel, and a copy of the City of Gustavus Benefits Policy, as amended. The Mayor will introduce the employee to the work place, and the Mayor or her/his designee will provide introductions to other staff, committee members, and other volunteers and will provide a work orientation. At the next meeting of the City Council, the Mayor will introduce the employee to members of the community.

### **Appendices**

Appendix A Regular Position Employment Agreement

**City of Gustavus**

**Regular Position Employment Agreement**

This Employment Agreement is hereby entered into between the City of Gustavus, the Employer, and \_\_\_\_\_, the Employee.

Employer and Employee agree as follows:

**Regular Position Title and Dates of Employment**

The Employer agrees to employ Employee in a regular position, and the Employee agrees to work for the Employer in the following position \_\_\_\_\_ in a regular status, as defined in the City of Gustavus Municipal Code (3.01.02).

The employment will commence on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

The foregoing is not a promise of employment. Employment is "at-will" and nothing herein is intended to preclude the City of Gustavus from, at it's own discretion, electing to end employment.

**Duties and Responsibilities**

The duties and responsibilities of the Employee shall include:

*[List primary duties and responsibilities here, or attach job announcement listing such duties and responsibilities.]*

Both parties agree that the foregoing list of duties and responsibilities is not exhaustive and may be reasonably modified at the discretion of the Employer.

The Employee's work schedule may vary according to the needs of the Employer.

Work location \_\_\_\_\_.

The Employee's immediate supervisor is \_\_\_\_\_.

**Conditions of Employment**

Regular employees are eligible to receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security) and all other benefit programs offered by the City of Gustavus.

This agreement shall be governed by the provisions of the City of Gustavus Municipal Code.

The City of Gustavus is an "at-will" employer. Accordingly, the City is free to discharge employees with or without cause at any time, and employees are equally free to quit, or otherwise cease work, provided that such City or employee action does not violate federal or state law.

The Employee wage will be \_\_\_\_\_ per hour.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Month) \_\_\_\_\_ (Year).

\_\_\_\_\_  
*Employee printed name*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*Mayor signature*