

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY14-24**

**A RESOLUTION OF THE CITY OF GUSTAVUS AMENDING THE POLICY AND PROCEDURE  
FOR RECRUITMENT, SELECTION, AND HIRING OF REGULAR POSITION EMPLOYEES**


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

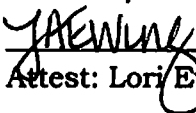
**WHEREAS**, the Council adopted a Policy and Procedure for Regular Positions on June 13<sup>th</sup>, 2013, and

**WHEREAS**, there became a need to further clarify the procedure for the recruitment, selection and hiring of regular position employees, the City's obligations and the employee's rights and expectations, and now therefore be it

**RESOLVED**, the Gustavus City Council adopts this current Policy and Procedure for Recruitment, Selection, and Hiring of Regular Position Employees.

**PASSED** and **APPROVED** by the Gustavus City Council this 11th day of August, 2014.

  
\_\_\_\_\_  
Sandi Marchbanks, Mayor

  
\_\_\_\_\_  
Attest: Lori Ewing, City Clerk

**CITY OF GUSTAVUS  
Policy and Procedure**

**Title: 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, and hiring 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 hour 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 workload. Employees holding regular positions may qualify for or access City of Gustavus benefit programs.

**Procedure**

**1. Identify and justify the need for a Regular Position**

- A. The vacancy of an existing regular position.
  
- B. Creation by act of the Council of a new position to carry out on a regular year-around basis the municipal services established by the Gustavus Municipal Code.

**2. Position descriptions**

**A. Vacant Positions**

The Mayor will review the current position description to determine whether it reflects the existing needs of the City prior to recruiting to fill that vacancy (CoG 3.04.02). 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.

**CITY OF OUSTAVUS  
Policy and Procedures**

**Title: Policy and Procedures for Recruitment, Retention, and Hiring of Regular  
Position Employees**

**Policy**

The purpose of this policy and procedure document is to establish recruitment, selection and hiring procedures for regular position employees of the City of Oustavus.

It is the policy of the City of Oustavus to establish a system of personnel administration based on merit and professional methods of recruitment, selection, employment and promotion. Transfer, removal, and discipline are outlined in OUG Title 3, Personnel.

**Definition**

A **Regular Position** is defined in OUG 3.01.032. A regular position is a full-time (40 hours per week) or part-time (less than 40 hours per week) position for which the employee normally works the same hours each week. A regular position may also be defined as a position for which the employee works every week. A regular position may include a position for which the employee works on a seasonal basis.

**Procedures**

**1. Identify and justify the need for a Regular Position**

A. The need for an existing regular position.  
B. Position by act of the Council or a new position to carry out an essential function of the municipal services established by the Government of Oustavus.

**2. Position description**

A. **Job Description**  
The Mayor will review the current position description to determine whether it reflects the existing needs of the City prior to recruiting to fill the position. If the position description will be submitted to the City Council for discussion and approval by resolution.

**B. New Positions**

The Mayor will review the current position description to determine whether it reflects the existing needs of the City prior to recruiting to fill the position. If the position description will be submitted to the City Council for discussion and approval by resolution, the City Council must include in the position description elements that must be included in the position description.

**3. Identify the funding source**

If the position is a new one or a revised position is to be added at a higher level, the City Council will discuss and approve the funding for the position. The position description will be included in the annual budget deliberations.

#### **4. Selection Committee**

The Mayor may, at his/her discretion or with Council direction, appoint a search committee to assist in the recruitment and selection process.

#### **5. Regular Position Announcement**

The Mayor, or her/his designee, will create a regular position announcement including elements per CoG 3.03.01(a) (3)(A) (B) (C). Duties and qualifications in the announcement must reflect the position description. The announcement will conclude, "The City of Gustavus is an Equal Opportunity Employer." The Mayor will review and approve 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 position description, interested parties shall request an application and complete position description from the City Clerk.

#### **6. Publicity**

The Mayor will follow the procedure outlined in CoG 3.03.01 (a) (b), Position Vacancies and Publicity.

##### **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.

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(b) Publicity for all position vacancies shall be conducted for a sufficient period of time to insure reasonable opportunity for persons to apply and to be considered for employment. Position vacancies shall be formally announced for at least ten working days prior to the closing date for filing applications. The position may remain open until a qualified candidate is found.

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

**8. Selection Criteria and Ranking** Prior to reviewing applications, the Mayor, and selection committee, if one has been established, will prepare selection criteria based on the posted position qualifications and position description and rank them according to their importance to the overall job. A committee member shall not be a relative, business associate, or close friend of an applicant.

In the case of an opening for City Clerk or Treasurer, selection criteria shall be developed by the City Council, prior to Council review of the applications.

### **9. Application Review**

The Mayor/selection committee will review work history for applicability to the position the City wants to fill, noting the length of time in each position, gaps in employment dates, educational background, training, or certifications, if required. Applications that are incomplete or that do not meet minimum position requirements will be eliminated.

### **10. Interview Questions**

The Mayor, and selection committee, if one has been established, 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 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.

### **11. Reference Checks**

The Mayor, and selection committee, if one has been established, shall be responsible for conducting reference checks of all finalists. Reference checks shall be limited to

### 1. Introduction

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and timeline. It is intended for all stakeholders involved in the project, including the project manager, team members, and sponsors.

The project aims to deliver a high-quality product that meets the needs of our customers and stakeholders. The project will be managed using a structured approach, ensuring that all tasks are completed on time and within budget.

The project will be managed using a structured approach, ensuring that all tasks are completed on time and within budget. The project manager will be responsible for coordinating the project team and ensuring that the project is completed successfully.

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The successful applicant will submit the signed Letter of Offer/Acceptance to the City Clerk and fill out appropriate forms (I-9, W-4, etc.) as required by law.

**13. 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.

**14. Introduction 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.

*Susan Markula*

Signed

Mayor of the City of Gustavus

*Aug. 11, 2014*

Date



**Regular Position Offer/Acceptance Letter Template**

**City of Gustavus Letterhead**

**Date**

**Name  
Address**

**Dear X:**

**The City of Gustavus is pleased to offer you employment in the Nonexempt [or Exempt] Regular Full-Time [or Part-time] position of \_\_\_\_\_, effective (date). This offer is contingent upon our receipt of your signed acceptance of the appointment and its conditions within five working days.**

**The (position) is supervised by the Mayor (or other).**

**This is a forty-hour (or less for part-time) per week position, 8 am-5 pm, Monday through Friday (or other). [For an exempt position indicate normal hours and how accommodation will be made for longer hours on certain days.] The employee's work schedule may vary according to the needs of the City of Gustavus. Your wage will be \$\_\_\_\_/hour. (Or, for exempt positions: Your salary will be \$\_\_\_\_/month.) Your normal place of work will be \_\_\_\_\_. Your employment will be governed by Title 3 of the City of Gustavus Municipal Code, and City of Gustavus Benefits Policy, as amended. Copies of Title 3 and the current Benefits Policy are attached.**

**As a new employee you will be subject to a six-month probationary period. [OR- In consideration of previous work experience with the City of Gustavus, your probationary period will be reduced from six to X months.] Please note that employment with the City of Gustavus is "at will" and nothing herein is intended to preclude the City of Gustavus from, at its own discretion, electing to end employment.**

**Per the City of Gustavus Benefits Policy, adopted on May 4, 2012, upon satisfactory completion of the probationary period you may be eligible for the Health Insurance Premium Reimbursement program if you meet the conditions stipulated in Section 1. This reimbursement premium is not retroactive to the date of hire. Upon satisfactory completion of the probationary period you will be eligible for participation in the Deferred Compensation Program (Benefits Policy, Section II.) [FOR NONEXEMPT EMPLOYEES:] and you will receive an eight-hour day of paid holiday time on the holidays specified in the Benefits Policy, Section III. Paid Time Off (PTO) will accrue retroactive to the date of hire, if and when you satisfactorily complete the probationary period (Benefits Policy, Section IV.).**

Date  
[Applicant name]  
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Welcome to the City of Gustavus work force! Please contact me if you have any questions regarding your work, Title 3, or the Benefits Policy.

With best wishes,

\_\_\_\_\_  
XXX  
Mayor, City of Gustavus

Please affirm your receipt and formal acceptance of this offer letter by initialing the following and signing below. Please return to the City Clerk or Mayor within five working days.

\_\_\_\_\_ I have received, read, and understand the position description for this position. I understand that the list of duties and responsibilities in the position description are not exhaustive and may be reasonably modified at the discretion of the City of Gustavus.

\_\_\_\_\_ I have received and read City of Gustavus, Title 3, Personnel, as amended.

\_\_\_\_\_ I have received and read City of Gustavus Benefits Policy, as amended.

\_\_\_\_\_  
Signature of Employee

[Date]

One copy to employee, one copy for City of Gustavus personnel files.