
808.2 SUBJECT: RECRUITMENT AND EMPLOYMENT

:1 OBJECTIVE:

Provide a uniform procedure for recruitment and employment processing. The procedure will be followed in the processing of all permanent position vacancies, except for appointed and Civil Service Positions.

:2 AUTHORITY:

This procedure amended by City Council June 18, 2007, Item A-2, amended June 18, 2007; amend 4/27/09 – Item A-9.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer (CAO) or designee.

:4 METHOD OF OPERATION:

All employment applicants will be processed by the Human Resources Division.

A. Policy

The City of Orlando community has a population which is richly diverse. The effective provision of governmental services within such a diverse community requires the services of an equally diverse employee population. The City of Orlando is, therefore, committed to providing an employee workforce which, in all positions and at all levels, fairly reflects the community it serves. The City encourages all segments of its population to become involved with, and seek employment in, City government. To achieve this goal, it is the policy of the City of Orlando, binding on all officials and employees, to offer equal employment opportunity to all persons regardless of race, color, religion, ~~sex, gender, gender~~ identity, national origin, age, sexual orientation, or disability. The City will further take whatever steps are necessary to ensure that all employment practices, including, but not limited to, compensation, benefits, layoffs, promotions, training, terminations, hiring, and recruitment, are administered in a manner that provides full and fair opportunity to all persons.

B. Recruitment

1. The Employment and Recruitment Section will coordinate recruitment efforts, including all media advertisement. This Section, in conjunction with the hiring Division/Office, is responsible for the development of strategies and determination of the best sources of recruitment.
2. In determining the extent of recruitment required to fill a vacancy, the following will be considered:
 - a) Availability of well-qualified candidates within the City's workforce.
 - b) Level of skills required by the position and availability of those skills in the labor market.

- c) Applicant flow for positions that require the same or similar skills to the position in question.
 3. To request the posting of a vacancy, Offices/ Divisions will submit an Employment Requisition ~~form~~ to the Human Resources Division. ~~This form may~~ ~~It must~~ be submitted ~~in hard copy format or~~ online through ~~the Lotus Notes System~~ Workday. The ~~form request~~ must be ~~signed approved~~ by the Division Manager, ~~and~~ Department Director ~~and Management and Budget Division~~ before being approved for posting by Human Resources.
 4. All job documentation will be reviewed and verified for accuracy of the nature of work and the position's minimum requirements prior to posting.
 5. The Employment/Promotional Vacancy Announcement will be prepared each week and copies sent to all Offices/ Divisions to be posted.
 6. If it is determined that a sufficient number of qualified City employees will be applying for a position vacancy, then such vacancy will be posted internally only, with the concurrence of the requesting Office/Division. Should the Human Resources Division determine that outside recruitment is necessary, the position will be posted as open to the public via advertisements as necessary.
- C. Posting Period
1. Non-bargaining positions will be posted for a minimum of three (3) workdays.
 2. Positions covered by labor contracts will be posted according to the requirements set forth in the bargaining agreement.
 3. The requesting Office/Division or Employment and Recruitment Section may extend the posting period to attain the desired quality/number of applicants.
 4. Department Directors may request that a position not be posted due to special circumstances. Requests to fill a position without posting must be made through the Human Resources Division Manager for review and recommendations, with final approval authority by the CAO or designee.
- D. Applications Process for Vacancies
1. To be considered for a vacancy, City employees will submit a completed Employee Promotion/Transfer Application (both sides) or an online application noting any job-related information. Copies of current, valid licenses and certificates required for the position applied for, must be received in the Human Resources Division by 12:00 p.m. on the closing date. Employees are required to notify their supervisors if they are selected for an interview.
 2. To be considered for a vacancy, outside applicants will complete and submit the Employment Application Form, on-line application, or resume, and any other documents required for processing.
 3. Falsification or omission of requested information on the application, resume or attached documentation may result in rejection of the application or dismissal, if subsequently employed by the City. Applicants who falsify or omit information will additionally be ineligible to apply for positions with the

City for a minimum of one (1) year, and may be subject to prosecution under City Code.

4. The Employment and Testing Section will administer and score certain specific pre-employment tests when required. Hiring authorities may administer specific job-related tests as part of the interviewing process. Tests should not be administered unless they have been reviewed and approved by the Testing Manager in the Human Resources Division. Persons with a disability desiring reasonable accommodation(s) for testing must contact Human Resources prior to the end of the posting period for the job.
5. Repeat employment testing (excluding Typing, Shorthand, and Dictaphone tests which are covered by Employment internal operating procedures). Any individual who does not pass the exam for a position the first time may retake that exam when the position is posted again provided that at least six months have passed between the first and the second exam administrations. If an individual does not pass the second administration of the exam, he/she may retake that exam when the position is posted again provided that at least one year has passed between the second and third administrations. A waiting period of at least one year will apply between the third and any subsequent administrations of the exam. If alternative versions of an exam exist, different versions of the test will be given each time the exam is administered, but this does not affect the waiting period between exam administrations. In some instances, one exam is used as a screener for more than one position. An applicant who fails an exam when applying for one position, and then applies for a second position for which the same test is used will not be eligible to take the test until the waiting periods described above have elapsed. Passing test scores are active for two years from the date the test was taken. Applicants may not retake the exam within the two-year period (i.e., in order to try to get a better score).

6. Test Review

Florida Statutes provide “Examination questions and answer sheets of examinations administered by a governmental agency for the purpose of licensure, certification, or employment are exempt from the provisions of The Florida Public Records Act. A person who has taken such an examination shall have the right to review his own completed examination.”

Therefore, an examinee may review their own test and answer sheet. An applicant who reviews an exam will not be eligible to take the exam and will not be eligible to apply for any positions for which the exam is a screener for a period of six months after the review. Examinees will be informed of this policy prior to their review of the exam.

Review sessions will be monitored by a representative of the Human Resources Division who will ensure examinees do not take notes or take any part of the test or answer sheets. Any examinee who takes notes or attempts to remove or removes any part of the exam or answer sheet from the area will be asked to leave the review session and will not be eligible to retest for a period of three years. The length of time provided for a review session will be

set at one-half of the time the examinee was allowed for the administration of the exam unless additional time is required as an accommodation for a person with a disability.

E. Processing of Applications/Screening

1. The Employment and Recruitment Section will screen all employment applications/resumes to qualify/disqualify and categorize applications by level of qualifications.
2. To be considered for employment, an applicant must be qualified according to the minimum requirements of the position in question. It will be the responsibility of the applicant to provide all relevant information needed for screening.
3. The hiring Office/Division will review the applications of all qualified applicants. Interviews will be scheduled by the hiring Office/Division.
4. Hiring Offices/Divisions are encouraged to check references on their top three (3) applicants. Reference checks are required on the applicant to be selected and must be completed prior to making an offer for the position. The reference check forms provided in the interview package will be filled out and returned to Human Resources Division. The Employment Section is available to assist hiring units in checking references if necessary. The Employment Section will ensure degrees are verified on all applicants selected for hire when a degree is a requirement for the position. References must be checked before Human Resources will begin processing the selected applicant for hire.
5. Criminal conviction background checks will be conducted by Human Resources Division for all outside applicants and City employees selected to fill positions with the City of Orlando. Hiring guidelines for those with criminal convictions will be followed as set forth in Policy & Procedure 808.31 – Criminal Convictions. Certain positions may also require a polygraph examination.
6. After interviewing, checking references/background and selection, the applicant should be made aware by the hiring authority that the job offer is contingent upon the applicant successfully completing the City's medical examination which includes drug screening, the background check for criminal convictions, and a polygraph if required
7. Former City employees that are currently receiving a pension under any City Defined Benefit Plan or receiving medical benefits under the Defined Contribution Plan from the City may not be re-employed in a permanent or contracted (with benefits) position. Exceptions to this policy may be granted if the candidate has a specific, related skill or knowledge from prior employment with the City that will be of direct benefit in the new position. Exemptions must be submitted to the Chief Administrative Officer (CAO) or designee for approval prior to a job offer.
8. No permanent or temporary non-Civil Service, non-exempt employee will be allowed to work in more than one City job without specific approval of the CAO or designee. Seasonal employees may not work for more than one department.

9. Applicants selected for employment must be eligible to work in the United States. The City will not normally sponsor applicants applying for work Visa's unless it is determined by the City to be in the best interest of the City. This determination will be made by the CAO or designee with a recommendation by the Human Resources Division Manager.

F. Starting Rates (New Hires)

1. Determination of starting pay for a new hire is made by the hiring Department Director or designated Appointed Official and is based on several factors.
 - a) Salaries offered to new employees must be within the applicable pay range.
 - b) The candidate's qualifications and work experience relative to the job requirements.
 - c) Current pay levels of incumbents in the same or similar positions within the City.

Appointed Officials are encouraged to reference salaries of current job incumbents prior to making the initial salary determination.

2. New Hire Salary Guidelines

- a) The normal hiring range for new external employees is between the minimum and midpoint of the pay range. A new hire meeting the requirements for the position, but possessing less than one year of relevant experience for the job will normally be hired at or near the minimum of the pay range. Candidates with more significant experience and qualifications may be hired closer to the midpoint of the pay range.
- b) Hiring within the normal hiring range will provide the greatest future incentive for merit increases based on achievement. It also assures salary expense control in the absence of demonstrated performance.
- c) There may be occasions when a candidate's qualifications and relevant work experience warrant a starting salary that is greater than the midpoint of the pay range. Relevant experience is defined as those skills and attributes as identified in the job specification and uniformly recognized in the external market.
- d) It is important to remember that hiring above the midpoint will affect the new hire's future salary increases, since future salary increases will be based on a percent of midpoint and not on current salary.
- e) All requests for hiring rates above the normal hiring range must be submitted to the Human Resources Division Manager for review and approval with concurrence from the CAO. Requests for starting salaries above the midpoint must be approved before an employment offer is made.

G. Processing of Selected Applicant

1. If a current City employee is selected to fill a vacancy, the hiring unit will ~~submit a Personnel Transaction Form to the Human Resources Division for~~

processing initiate the transaction in Workday (see Policy and Procedure 808.36). The employee will be required to successfully pass a drug screen prior to promotion or transfer to another department, as well as a criminal conviction background check, and polygraph for certain positions requiring cash handling and/or security as their primary responsibility or other specific positions as required by Departments. The employee shall be subject to another probationary period.

2. If an outside applicant is selected to fill a vacancy, the following will apply:
 - a) The hiring unit will complete and forward the – Interview Report & Selection Authorization Form - to Human Resources Division. A Division Manager/Office Director or above must sign the "authority to hire" block of the Interview Report & Selection Authorization Form.
 - b) Human Resources will review reference checks, schedule the pre-employment physical and begin criminal conviction background checks, as well as a polygraph if required. New employees will not be allowed to report to work before processing by the Human Resources Records Section and successfully completing the required medical examination, criminal conviction background check, and polygraph if required.
 - c) Within four (4) workdays after the physical examination and drug screening, the new employee is to contact Human Resources Division, Records Section, for an appointment to complete the necessary forms/documents. The new employee will be required to present his/her original Social Security Card (not laminated) and Driver's License, State issued I.D. or other acceptable identification at the time of processing.
 - d) The Human Resources Division will issue a Final Processing form to the new employee upon completion of new hire processing. The new employee must present this form to the supervisor when reporting for the first day of work. The employee will not be allowed to work without this form.

H. Non-selection Notices

1. City employees who are not selected for a vacancy will receive a written notice or email from Human Resources at their respective Office/Division.
2. Outside applicants who apply for vacancies with the City will receive a written notice or email from Human Resources Division of non-selection.

I. Establishment of Eligibility Lists

1. Due to the large number of interested outside applicants, the Employment and Recruitment Section will establish eligibility lists for positions which do not require extensive recruitment. The announcement creating eligibility lists will be posted on a regular basis, to be determined by the Human Resources Division.
2. City employees may submit Transfer Request Forms in order to be placed on a list at any time.
3. Applicants will be removed from the list under the following conditions:

- a) Hired by the City.
- b) Failure to show for a scheduled employment interview with the City unit.
- c) Upon notification that applicant is no longer interested in obtaining employment with the City.
- d) Falsification or omission of information on application and/or resume.

:5 FORMS:

~~Employment Requisition Form~~; Employee Vacancy Interview Form, Interview Report & Selection Authorization Form; ~~;~~; Employment Application Form; Final Processing Form; Transfer Request Form; Employment Verification Record.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council Minutes of January 29, 1960; September 23, 1963; procedure adopted by City Council July 7, 1969, Item 20; page 2; amended October 1, 1973, Item 25; amended May 16, 1977, Item 6; procedure renumbered from 708.2 to 808.2 and amended, approved by City Council July 11, 1983, Item 13, 5-A; amended by City Council June 21, 1993, Item 2-P; amended August 9, 1993, Item OO; amended July 10, 1995, Item UU; amended September 25, 1995, Item 2-S; December 18, 1995, Item B; amended March 11, 1996, Item 3KK; amended March 23, 1998, Item 3KKK; amended April 3, 2000, Item 2PPP; amended September 11, 2000, Item 7X, amended October 15, 2001; amended September 15, 2003; re-formatted only April 2004; amended June 18, 2007, Item A-2; amended April 27, 2009, Item A-9.

:8 EFFECTIVE DATE:

This procedure effective September 11, 2000, amended October 15, 2001; amended September 15, 2003; amended June 18, 2007, amended April 27, 2009.