808.2 SUBJECT: Recruitment And Employment

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.

Authority:


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.

Functions:

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

1. 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, gender, gender identity, national origin, age, sexual orientation, disability, pregnancy, or genetic information. 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.

2. Recruitment

   a. 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.

   b. In determining the extent of recruitment required to fill a vacancy, the following will be considered:

      i. Availability of well-qualified candidates within the City’s workforce. 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 advertisement as necessary.

      ii. Level of skills required by the position and availability of those skills in the labor market.

      iii. Applicant flow for positions that require the same or similar skills to the position in question.
c. To request the posting of a vacancy, Offices/Divisions will submit an Employment Requisition to the Human Resources Division. It must be submitted online through Workday. The request must be approved by the Division Manager and Department Director before being approved for posting by Human Resources.

d. All job documentation will be reviewed and verified for accuracy of the nature of work and the position's minimum requirements with the hiring manager prior to posting.

e. The Employment/Promotional Vacancy Announcement will be prepared each week and copies sent to all Offices/Divisions to be posted.

3. Posting Period

a. Non-bargaining positions will be posted for a minimum of three (3) workdays.

b. Positions covered by labor contracts will be posted according to the requirements set forth in the bargaining agreement.

c. The requesting Office/Division or Employment and Recruitment Section may extend the posting period to attain the desired quality/number of applicants.

d. 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.

4. Applications Process for Vacancies

a. To be considered for a vacancy, all applicants will complete and submit online the Employment Application Form and, any other documents required for evaluation.
b. 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.

c. 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.

d. Repeat employment testing (excluding Typing or any other, 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).

e. 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.

5. Processing of Applications/Screening

a. The Employment and Recruitment Section will screen all employment applications/resumes to qualify/disqualify based on the advertised minimum requirements.
b. 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.

c. The hiring Office/Division will review the applications qualified by Human Resources and schedule all interviews.

d. Hiring Offices/Divisions will complete Employment Verification(s) on the applicant selected encompassing at least the last seven (7) years of work history.

   Employment Verification(s) checks are required and must be completed prior to making an conditional offer for the position. The Employment Verification form(s) should be included in the interview package returned to Human Resources Division. The Employment Section will ensure degrees are verified on all applicants selected for hire when a degree is a requirement for the position.

e. Background checks will be conducted by Human Resources Division for all applicants 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. A polygraph examination will also be required for certain positions requiring cash handling and/or security as their primary responsibility or other specific positions as approved by Human Resources.

f. After interviewing, performing Employment Verification(s) 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.

g. 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.

h. 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.

i. 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.

6. Starting Rates (New Hires)

a. Recommendation of starting pay for a new hire is made by the hiring Department Director or designated Appointed Official and is based on several factors.

   i. Salaries offered to new employees must be within the applicable pay range.

   ii. The candidate’s qualifications and work experience relative to the job requirements.

   iii. 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 recommendation.

b. New Hire Salary Guidelines
i. 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.

All requests for starting rates above the minimum salary and up to midpoint must be approved by Department Division & Director with final approval by the Human Resources Division Manager before an employment offer is made.

ii. 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. All requests for starting rates above the midpoint must be approved by Department Division & Director and submitted to Human Resources with final approval by the CAO before an employment offer is made.

7. Processing of Selected Applicant

a. The hiring Office/Division will complete and forward to Human Resources a hiring packet that includes:

i. Interview Report & Selection Authorization form with appropriate Division Manager/Director Signature

ii. Employment Verification(s)

iii. All additional documents that were created for interviewing such as interview questions/notes of all applicants interviewed, scoring matrix (if used), etc.
Human Resources will review the packet for completeness and schedule the appropriate screenings.

b. Internal applicants-Required to successfully pass a drug screen and background check, as well as a polygraph, if required. Once clearance is received by Human Resources, the current employee’s supervisor will initiate the transfer in Workday (see Policy 808.36). The employee shall be subject to another probationary period.

c. External applicants- Must successfully pass a pre-employment physical which includes a drug screen, background check, as well as a polygraph if required.

   i. New employees will not be allowed to report to work before processing by the Human Resources Division-Records Section and successfully completing the required medical examination, background check, and polygraph if required

   ii. The Human Resources Division, Records Section will contact the applicant to arrange for an appointment for onboarding. 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 onboarding.

   iii. The Human Resources Division, Records Section will issue a Final Processing form to the new employee upon completion of new hire processing. The new employee must present this form to their supervisor when reporting for the first day of work. The employee will not be allowed to work without this form.

8. Non-selection Notices

   a. All applicants who apply for vacancies with the City will receive an email notification from Human Resources Division of non-
selection once the position has been filled & requisition has been closed.

9. Establishment of Eligibility Lists

a. 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 for all applicants as determined by the Human Resources Division.

b. City employees may request to be placed on a list at any time during the lists duration.

c. Applicants will be removed from the list under the following conditions:

   i. Hired by the City.

   ii. Failure to show for a scheduled employment interview with the City unit.

   iii. Upon notification that applicant is no longer interested in obtaining employment with the City.

   iv. Falsification or omission of information on application and/or resume.

Forms:

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

Committee Responsibilities:

None.
Reference:


Effective Date: