



POLICY AND PROCEDURE

SUBJECT:

PROCESSING NEW EMPLOYEES/APPLICANTS

EFFECTIVE DATE: APRIL 26, 2023

NUMBER: HR 23-06

1.0 PURPOSE

The purpose of this Policy is to ensure that the City of Riviera Beach and Community Redevelopment Agency (collectively referred to as the City) hires qualified individuals to fill positions who will contribute to the overall success of the City. In hiring the most qualified candidates for positions, the following guidelines shall be adhered to.

2.0 APPLICABILITY

This policy applies to all applicants and employees including regular, part-time, intern and temporary employees, as well as appointments made by the City Council.

3.0 POLICY STATEMENT

The City shall not fill a position prior to the individual completing pre-employment protocols which have been completed in accordance with this policy and final approval from the Human Resources Director and City Administration have been received.

4.0 DEFINITIONS

City – City of Riviera Beach

CRA – Community Redevelopment Agency

Full-time Employee – An individual who works a minimum of 40 hours per week.

Part-time Employee – An individual who works less than 40 hours per week.

Temporary Employee – An individual who works a minimum of not more than one year.

Regular Employee – An employee who has successfully completed their probationary period.

Intern Employee - a student or trainee who works, sometimes without pay, at a trade or occupation in order to gain work experience.

Non-Exempt Employee – A non-exempt employee is one who is paid hourly, and qualifies for overtime pay.

Exempt Employee – An exempt employee is one who receives a defined salary rather than compensated by the hour and does not qualify for overtime pay.

Internal applicant – A City employee that has completed their probationary period.

External applicant – A non-City employee. It may include City employees that are probationary, part-time, or temporary.

Onboarding – The process of integrating a new employee into an organization or familiarizing a new customer or client with one's products or services.

5.0 PROCEDURE

Personnel Requisitions

Personnel requisitions must be completed to fill vacancies. Requisitions must be initiated and, approved by the Department Director and then forwarded to the Finance Department and then Human Resources Department for further handling.

Personnel requisitions are to include the following:

- Position title.
- Position Control Number.
- Position hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the vacancy.
- Essential job functions and qualifications (or a current job description should be attached).
- Any special recruitment advertising instructions.

Intake Meetings

The Human Resources Department will arrange a meeting with key staff prior to posting a job vacancy to learn more about the requirements of the position and to receive a profile of the ideal candidate. A timeline with steps involved in the process, beginning with advertisement through hiring, will be established during this meeting.

Job Advertisements

The Human Resources Department will create advertisement notices to describe the vacancies and communicate the City's brand. All job announcements shall be posted concurrently on the City's internet/intranet and externally with appropriate recruiting sources. Job announcements are to be posted for a minimum of seven (7) calendar days. It will be the City's customary practice to post a position for two (2) weeks unless approved by the City Manager/Executive Director. The Human Resources Department will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal Applicants

Current employees with a regular employment status are eligible to apply for internal job openings.

All applicants for a job opening will be considered based on their qualifications and ability to perform the job successfully. Candidates who are not selected will be notified by the Human Resources Department.

Temporary Applicants

In some circumstances, departments may need to request temporary appointments outside of the budget process, and if so, approval must be obtained from the City Manager or designee. The request for temporary personnel must outline a timeframe for the appointment. Advertisements for temporary personnel may deviate from the standard posting process, but all other procedures must be followed.

Interview Process

The Human Resources Department and the hiring manager will screen applications and resumes prior to scheduling interviews. The initial interviews are generally conducted by the Department and/or the hiring manager using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

Follow-up interviews may be conducted by Department Directors and City Manager or designees. Interview questions may be behavioral or skills/knowledge-based. The interview process is the same for internal and external applicants. After a candidate is selected and provided with a start date, the Human Resources Department will notify those applicants who were not selected for the respective positions.

Before the scheduling of an interview, the Human Resources Department shall review the interview questions and provide feedback. The Human Resources Department will provide guidance on the structure of the interview, including appropriate questions to and not to ask, etc.

Reference Checks

The Human Resources Department will conduct professional reference checks and employment verifications on the leading candidates based on the results of the candidate evaluation forms completed by the interviewers.

Job Offers

After a decision has been made to hire a candidate, an offer by the Human Resources Department will be made contingent on the satisfactory completion of required background, reference checks, and drug testing. Background checks will vary depending on the position and may include medical history, criminal history, credit history, driving record, drug testing, or any other relevant information for the position sought.

Internal applicants may be subject to a background check, drug testing, and a medical examination. In determining the salary offered to a candidate, an examination of the candidate's education and experience will factor in the salary offer above the minimum of the pay grade.

Once the Human Resources Department receives satisfactory results from all required investigations and reviews, final approval shall be obtained by the City Manager or designee. The Human Resources Department will request a start date from the department, and the prospective employee will be provided with a formal job offer letter. If a candidate fails to accept an offer of employment within five (5) calendar days, the offer will be rescinded by the City.

No applicant will be approved for employment without the concurrence of the Department Director. No applicant will be approved for employment without the approval of references (if applicable), medical clearance, drug, and alcohol clearance, when the appropriate Civil Service Board Eligibility List(s).

6.0 APPLICATION WITH OTHER LAWS AND CITY AND CRA POLICIES

This policy shall be applied consistently with the provisions of all state, federal and local law and ordinances regarding discrimination.

7.0 AUTHORITY OF THE CITY MANAGER

The City Manager or designee shall have the authority to amend this policy as necessary to assure the continued operations of municipal services and benefit the best interests of the City.

Department Sponsor:
HUMAN RESOURCES DEPARTMENT


Policy Review Date:
JULY 1, 2025

References:

Departments affected:
ALL EMPLOYEES OF THE CITY, UTILITY SPECIAL DISTRICT, AND COMMUNITY REDEVELOPMENT AGENCY



Elizabeth T. McBride
Deputy City Manager/Interim Human Resources Director



Date



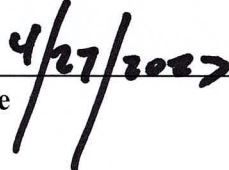
Jonathan Evans, MPA, MBA, ICMA-CM
City Manager



Date



Jonathan Evans, MPA, MBA, ICMA-CM
CRA Executive Director



Date