



EMPLOYMENT POLICY AND PROCEDURES

PM-14-01

Section: 14-00, EMPLOYMENT

I. PURPOSE AND SCOPE

It is the purpose of this policy to set forth the policies and procedures related to the employment practices of City of Memphis Government. Any and all employment for positions within City Government shall be governed by these guidelines.

II. POLICY

City of Memphis Government is an equal opportunity employer. Applicants are recruited, screened, and selected in compliance with Equal Employment Opportunity Commission and Civil Service Guidelines as they apply to race, color, sex, age, religion, national origin, and disability.

Centralization of employment and promotional procedures is required to maintain necessary and pertinent documentation in compliance with Equal Employment Opportunity Commission and Civil Service Guidelines, and to reduce the amount of time expended by Divisions in the processing and screening of applicants for positions that are to be filled. The Division of Human Resources serves the various divisions and agencies of City government by establishing registers and providing initial screening of applicants in order to identify applicants who meet or exceed minimum qualifications for positions.

The Director of Human Resources for City of Memphis Government is responsible for administering the employment and promotional procedures for all divisions of City government as set forth in the City of Memphis Charter and Code or Ordinances.

III. PROCEDURES

The following procedures are to be followed:

A. Job Announcements

The Director of Human Resources or designee is responsible for issuing job announcements and for otherwise publicizing position openings through such media as deemed appropriate to attract qualified applicants.



EMPLOYMENT POLICY AND PROCEDURES

PM-14-01

Section: 14-00, EMPLOYMENT

Job announcements shall be clear and easily understood and shall include job titles, minimum qualification requirements, application and examination and/or test information, and other pertinent facts. All job announcements shall carry the statement of the City of Memphis policy, RESIDENCY REQUIREMENTS, reference PM-14-02. At a minimum, public notices of positions to be filled within City divisions for either original employment or promotion shall be given at least ten (10) calendar days in advance of the last date for filing applications. Announcements shall be conspicuously posted in the Division of Human Resources, City Hall. The Employment Service Center, Division of Human Resources, shall be responsible for maintaining an accurate and current distribution list that shall ensure that no segment of the population shall be excluded from notice. It shall be the responsibility of the divisions of City government to forward the job announcements to all employee work locations and to ensure that such announcements are posted in a timely manner.

B. Recruitment

Recruitment is the shared responsibility of the Employment Service Center, Division of Human Resources, and the hiring divisions within City of Memphis Government. Applicants recruited by divisions, other than the Division of Human Resources, shall be referred to the Employment Service Center, for completion of the application/ employment procedure. Applicants shall be recruited from a geographic area as large as is necessary to ensure that qualified applicants apply. However, in cases where residents and non-residents are equally qualified for positions, city of Memphis residents shall receive preference in filling civil service positions and in filling appointed positions.

C. Applications

Applications shall be submitted on the form prescribed by the Director of Human Resources or designee. However, applicants may submit supplemental information that shall provide additional data relative to the applicant's capability, experience,



EMPLOYMENT POLICY AND PROCEDURES

PM-14-01

Section: 14-00, EMPLOYMENT

skills, and knowledge. References provided by the applicant on the appropriate application form shall be checked by the Employment Service Center to ensure selection of the most qualified applicants. These may include, but not limited to the following:

1. Current Employment
2. Past Employment
3. Education/Training
4. Licenses and Certifications
5. Other pertinent information required by the position.

Reference checks may be written, personal, or telephone contacts and shall be made a part of the applicant's file.

D. Screening

Applicants for all regular, full-time positions in divisions within City of Memphis Government shall be subject to a competitive screening process. Job-related selection tools shall be used to measure the capacity and fitness of the applicants to efficiently perform the essential functions of the job. Selection tools may include background investigations, performance measures, written, oral, physical and /or medical examinations including drug screens for applicants selected to fill positions that are determined to be safety sensitive, or any combination of tools deemed necessary by the Director of Human Resources or designee and/or the appointing authority or designee. Evaluations of the job-related selection tools shall take into consideration such factors as education, related experience, aptitude, knowledge, skills abilities, behavior characteristics, physical fitness, or other job requirements that enter into the determination of the relative qualifications of applicants.

E. Reasons for rejection of applicants will include, but shall not be limited to the following:

1. Applicant completes application improperly.



EMPLOYMENT POLICY AND PROCEDURES

PM-14-01

Section: 14-00, EMPLOYMENT

2. Applicant does not meet the minimum qualifications for the job, including physical qualifications.
3. Applicant fails physical and/or medical examinations.
4. Applicant selected to fill a position determined to be safety sensitive fails physical and/or medical examinations which includes a drug screen.
5. Applicant intentionally made a false statement of material fact.
6. Applicant has either directly or indirectly offered a gift or a fee in connection with the examination and/or test.
7. Applicant is applying for the position of Police Officer and has been previously convicted of a felony or an act of moral turpitude.
8. Applicant's references are not satisfactory and/or unobtainable or unverifiable.
9. Applicant's verified record of criminal conviction(s) is inconsistent with job functions and/or job environment of position sought by applicant.
10. Applicant has not complied with the advertised closing data of the posted position.
11. Applicant is a relative of an existing City of Memphis Government employee and not in compliance with City of Memphis policy, EMPLOYMENT OF RELATIVES, reference PM-14-09.
12. Applicant is applying for a temporary position and resides outside of the city of Memphis.

Applicants who apply for positions other than Police Officer and who have been convicted of a felony or an act of moral turpitude will be considered and evaluated on an individual basis according



EMPLOYMENT POLICY AND PROCEDURES

PM-14-01

Section: 14-00, EMPLOYMENT

to the requirements of the position applied for and the nature of the applicant's conviction.

F. Certification

A list of certified applicants will be sent to the hiring division which will then contact those applicants to arrange for interviews. The results of interviews will be summarized and returned to the Employment Service Center, Division of Human Resources.

G. Job Offers

All job offers shall be made by the Director of Human Resources or designee.

An applicant previously employed by the City will be eligible to re-apply for re-employment provided that. However, past work record with City of Memphis Government shall be a factor in evaluating suitability for reemployment.

All applicants not selected for positions are notified by mail without specifying the reason for the non-selection.

IV. RESPONSIBILITY

A. It is the responsibility of the Director of Human Resources or designee to ensure that the employment policies and procedures detailed herein are followed:

B. Hiring Division

1. Recruiting assistance.
2. Scheduling and interviewing of certified applicants.
3. Compliance with PM-14-09, EMPLOYMENT OF RELATIVES.



EMPLOYMENT POLICY AND PROCEDURES

PM-14-01

Section: 14-00, EMPLOYMENT

4. Selection of employee from those certified and completion of approved selection documents.
5. Posting of job openings in Divisions.

REFERENCE CORRESPONDING POLICIES:

- SECTION 14-00, EMPLOYMENT
- SECTION 30-00, EQUAL EMPLOYMENT COMPLIANCE