

SECTION 2 RECRUITMENT AND SELECTION

This section is devoted to a very important aspect of Town business, that of hiring employees who meet qualifications and have a strong customer focus. All Town employees should have a basic understanding of the Town's Mission and Values, why they exist, how each employee contributes to their accomplishment, and how to apply them each day. Selecting new employees and promoting existing employees is not an easy process. Many things are considered to choose that one person for that one position who best fits the needs of our organization. People are the Town's most valuable resource; therefore, the importance of this section is clear.

2.1 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Equal Employment Opportunity laws are designed to protect the employment rights of all persons. In keeping with Federal and State law, the Town of Blacksburg offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on age, color, disability, genetic information (information about an individual and their family members' genetic tests and information about the manifestation of a disease or disorder), marital status, national origin, political affiliation, race, religion, sex (including gender expression, gender identity, sexual orientation, and pregnancy) or veteran status. (See Section 9 of these Rules for the complete policy statement.) In keeping with state law, the Town will give additional consideration and preference to veterans with an honorable discharge and to veterans who have a service-connected disability rating, as determined by the United States Veterans Administration. To be given additional consideration or preference in the hiring process, applicants must identify themselves on the EEO information section of the employment application during the application process.

2.2 VACANCIES

In the event of a job vacancy in the Town service, the Human Resources Manager shall adequately publicize the vacancy either: (1) by public notice; or (2) internally to provide promotional opportunities for Town employees. When a position has been advertised internally only, and fewer than three employees apply, the Human Resources Manager may direct that applicants be sought from the general public.

The Town desires to provide, to the maximum feasible degree, career advancement opportunities for its employees. To accomplish this goal, current qualified Town employees shall be given preference in filling vacant positions, regardless of the manner in which the vacancy is publicized.

2.3 STANDARDS FOR EMPLOYMENT

1. General: All applicants for employment with the Town will have their qualifications measured against the employment standards established in the respective "Job Description". The Human Resources Manager may establish and must approve any tests or examinations needed to assist in determining the applicant's qualifications for the position. All tests given, whether of a practical or written nature, must be job related and not used in any way to discriminate against any class or group of

individuals. Applicants selected for employment with the Town will be required to successfully complete a background check through a third party vendor and/or the Virginia State Police prior to reporting to work for the Town. Once hired, new employees must submit within three days the necessary documents to comply with the requirements of the Immigration Reform and Control Act of 1986, as amended.

2. Police Officers & Firefighters: Special standards may be established by the Chief of Police and the *appropriate* Deputy Town Manager, with approval of the Human Resources Manager, for the employment of sworn police personnel and firefighters. These standards shall be on file in the offices of the Chief of Police, Fire Chief, and the Town Manager. Police department applicants will be fingerprinted for the purpose of checking for a criminal record.
3. Commercial Driver's License Holders & Safety Sensitive Employees: Special standards may be established by the Directors of various Town departments, with approval of the Human Resources Manager. Standards may include the attainment of a Commercial Driver's License and negative drug test results, for employment in applicable positions. These standards shall be on file in the offices of the department directors and the Town Manager.

2.4 APPLICATION

All applicants for employment must fill out and furnish complete information on the application provided for the positions for which they apply. Providing false information on the application may be grounds for dismissal from Town employment.

Internal application forms may be used only when applying for a position within the employee's department. A resume must be attached when an employee prefers to complete an internal application.

Any application form must have the approval of the Human Resources Manager before being adopted for use.

2.5 MEDICAL EXAMINATION

After receiving a conditional offer of employment by the Town, any applicant may be required to complete a Town paid medical examination for the purpose of determining fitness for the position. The Town also reserves the right to require such an examination at any time during employment.

2.6 DRIVER'S LICENSES/RECORDS

Persons appointed to positions that involve operation of a motor vehicle must present a valid Virginia driver's license at the time of employment. These persons shall also be subject to a check of their driving records with the State Division of Motor Vehicles, with employment being contingent upon a satisfactory check of the record. If there has been insufficient time to check the driving record prior to the initial employment date, the employee's appointment letter shall state that employment is contingent upon receipt of the record. If the check shows an accumulation of

at least eight points during the preceding 18-month period or a DUI/DWI conviction within the past 36 months, the individual shall not be hired for a position that involves operation of a Town-owned vehicle. Applicants for sworn Police positions, Fire positions and positions with Blacksburg Transit are subject to more stringent requirements as on file in their offices.

Persons appointed to positions that involve the operation of a motor vehicle, the operation of which is regulated by the Commercial Motor Vehicle Safety Act of 1986, as amended, (primarily, but not necessarily limited to, buses and trucks with a gross vehicle weight of over 26,000 pounds) must meet and maintain all requirements of this act, including drug and alcohol testing as stipulated in Transit and Public Works policies and procedures.

2.7 APPOINTMENT

The Human Resources Manager, or a duly designated representative, shall examine applications for vacancies within the departments. The Town Manager shall appoint all pay plan employees of the Town. Department Heads are authorized to appoint and remove wage employees of the Town.

The following types of appointments may be made:

1. Pay Plan Full-Time -- Employee works a regular schedule of at least forty hours per week on a year round basis. The employee receives all benefits and rights as provided by these Rules.
2. Pay Plan Part-Time -- Employee works thirty or more hours, but less than forty hours per week on a continuing basis. The employee receives all benefits and rights as provided by these Rules.
3. Wage – A wage employee may work for a limited term up to 40 hours per week (not to exceed 1,500 hours during the initial year of employment or during any Affordable Care Act (ACA) measurement period of April 1 through March 31. The limited term may be for a one-time need, or it may recur each year. The employee receives no benefits unless specifically enumerated in these Rules. An employee may hold more than one Wage position. The number of hours worked by any Wage employee will be combined. However, an employee cannot be appointed to a Pay Plan and Wage position during the same period of employment.

2.8 PROBATIONARY PERIOD

1. All new employees appointed to Pay Plan positions shall be on probation following their appointments. The probationary period is six months for all new employees, with the following exception. All newly hired sworn police officers shall be subject to a twelve-month probationary period. The probationary period shall be six months if the newly hired officer previously worked for the Police Department within the two years prior to the most recent date of hire and had already completed a probationary period. During this time an employee is required to demonstrate, by actual performance, fitness for the duties to which he/she is appointed and general fitness and suitability as a public employee. Failure to demonstrate fitness and

suitability for the duties can result in termination at any time during the probationary period.

2. The Department Head may extend an employee's probation, with the Human Resources Manager's approval, in cases in which the Department Head believes the appointee shows promise of fulfilling requirements of permanent status, but needs more time and/or training. If a probationary employee misses more than fifteen days of work during the probationary period because of illness, injury or leave without pay (but not court leave, military leave, leave required by FMLA or holidays), the probationary period shall be extended at a minimum by an amount of time equal to the amount of work missed. No probation may total more than nine months or, in the case of police officers, fifteen months.
3. Wage employees may serve probationary periods or training periods as determined by the Department Head.
4. The provision of Section 7.2 PRETERMINATION NOTICE AND HEARING FOR NON-PROBATIONARY EMPLOYEES and Section 7.4 GRIEVANCE PROCEDURE apply to probationary employees only if the employee's complaint alleges illegal discrimination.