

A. Statement of Purpose

The purpose of this policy is to describe the application and hiring process of the City of Waco. The City of Waco strives to assure persons seeking employment of fair and equal treatment during the application, screening, and selection process. Selected candidates are those best meeting the qualifications for the position. The City of Waco maintains and practices the policy of non-discrimination based on published regulations by the Equal Employment Opportunity Commission and federal and state law.

B. General Procedures1. Applications

- (a) All persons will accurately complete an employment application for each position for which they are applying and submit it to the Human Resources Department.
- (b) Any skill testing will be conducted based on job requirements.

2. Screening

- (a) The Human Resources Department is responsible for reviewing and screening non-civil service applications unless otherwise determined by the Human Resources Department. Applications are screened in order to identify applicants who qualify for City employment. Applicants meeting the conditions and requirements of the position applied for may be selected for the interview process.
- (b) Applicants for civil service positions will be reviewed and screened in accordance with applicable civil service law and procedures.

3. Assessment Testing

- (a) Testing requirements for a position, including tests to be administered and minimum allowable score are determined by the hiring supervisor and are based on skills related to the position.
- (b) The Human Resources Department administers all skill-based testing. In most cases, applicants, internal and external, applying for a position that requires testing are allowed a maximum of two (2) attempts per test to achieve a passing score for that position. Applicants are allowed only one (1) attempt to pass the library skills and mechanics tests.

- (c) Passing test scores are valid for six (6) months from the testing date.
- (d) Failure to complete and successfully pass all required testing for a position will result in the applicant being considered not qualified for that position.

4. Interviews

Personal interviews are conducted by each department where the opening exists, utilizing a structured interview process. Business and/or Personal reference checks will be a part of the selection process. The hiring supervisor is responsible for selecting new employees in accordance with established hiring procedures.

5. Rehiring former employees

Supervisors considering hiring former City employees should make an inquiry to the Human Resources Department regarding the former employee's prior work history and work habits. This inquiry is necessary to determine whether or not there is a record of poor performance or misconduct. A former employee should not be hired until such an inquiry is conducted.

6. Background Checks

- (a) Prior to making a contingent offer of employment to an applicant, the applicant must successfully pass a background check, including Criminal History, Sexual Offender, Waco Municipal Court, and Driver's License checks. The applicant, prior to any background check being run, including reference checks, must complete a Pre-employment Release & Waiver form. The form must be on file with the Human Resources Department.
- (b) The hiring supervisor is responsible for conducting all business and personal reference checks.
- (c) Applicants being considered for a position whose essential job functions include driving for the City or operating a City motor vehicle used to transport persons or property must have their driver's license checked through the Human Resources Department. The check shall include verifying the applicant has an appropriate valid driver's license and obtaining a list of all traffic violations contained in the Texas Department of Public Safety's records for the applicant.

- (d) An authorized user from the Human Resources Department performs the Criminal History and Sexual Offender checks through the Texas Department of Public Safety's Crime Records Service Secure Website.
- (e) Failure to successfully pass all required background checks may result in the applicant being considered not qualified for the position.

7. Contingent Offer of Employment

- (a) Upon successful completion of the selection, interview, and background check processes, the supervisor will determine the starting pay for the applicant. The proper authorizations must be obtained prior to making a contingent offer of employment. See City of Waco Policy CMP-1 for details on the authorization process for starting pay. A contingent offer of employment should not be made until the hiring supervisor is notified by the Human Resources Department that the applicant has cleared the background check process and the position has been closed and all applications reviewed.
- (b) Once proper authorizations, if needed, for starting pay are obtained, the hiring supervisor will contact the applicant and make the contingent offer of employment, using the Contingent Job Offer form. When the applicant accepts the contingent offer, they will be informed to contact the Human Resources Department to schedule a pre-placement physical and drug screen. An applicant should not be scheduled for a pre-placement physical and drug screen until a contingent offer of employment has been made and accepted and all background checks are complete.

8. Post-selection

- (a) Upon completion of the selection process, all documentation, including a contingent job offer signed by the applicant and the hiring supervisor, is to be returned to the Human Resources Department.
- (b) Should an applicant decline the job, a contingent offer may be made to the next best qualified applicant after the applicant has cleared the background process. If no other applicant is selected and the qualified applicant pool has been exhausted, the position may be re-posted.
- (c) Upon successful completion of the pre-employment physical and drug screen, the applicant will be assigned a time to complete new hire

paperwork with a member of the Human Resources Department before work commences.

C. Qualifications for Hire

1. Successful applicants are required to meet the level of skills necessary to perform the job.
2. Misrepresentation of any information provided by an applicant may disqualify the applicant for employment consideration.
3. Applicants who are currently on felony probation, or parole, or felony deferred adjudication will not be considered for employment.
4. Applicants convicted of a felony 120 months (10 years) or less from the date of their applications will not be considered for employment.
5. Applicants convicted of a felony more than 120 months (10 years) from the date of their applications, or who have been convicted of a misdemeanor, may be considered for employment on an individual case basis. Factors to be considered by the Director of Human Resources may include, but are not limited to, the following:
 - (a) nature and seriousness of the offense(s);
 - (b) the time that has passed since the conviction(s);
 - (c) the number of convictions;
 - (d) the relationship between the offense and the amount of supervision, duties, and responsibilities of the vacant position;
 - (e) prior work and personal references;
 - (f) prior work history and performance evaluations; and
 - (g) disciplinary records.
6. Applicants who are governed by other applicable law, rules, or regulations, including Chapter 143, Local Government Code, are not subject to this policy except to the extent that this policy applies in the absence of other applicable law, rules, or regulations, including Chapter 143, Local Government Code.

CITY OF WACO

APPLICATIONS AND SCREENING

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