

Nevada Irrigation District POLICY MANUAL

POLICY TITLE: Recruitment and Hiring

POLICY NUMBER: 2000

The purpose of this policy is to provide direction to District staff for the recruitment and hiring District personnel from outside or external candidates. It should be noted this policy is not subject to meet and confer process with recognized labor bargaining groups. Policies for recruiting, hiring, promoting, and transfer of internal candidates are pursuant to the District's Labor Contract and are subject to negotiations.

2000.1 General - The District's Human Resources Manager, in consultation with Department Managers, shall be responsible for establishing recruitment procedures and techniques that will assure the most qualified individuals apply for District positions.

The goals of these procedures are to provide consistent hiring practices for all departments, that these practices are fair and that they conform to all applicable State and Federal laws and regulations. (See Policy Number 2225: Equal Employment Opportunity Program)

2000.2 Recruitment – Solicitations and applications will be made to and/or accepted from the general public as well as NID employees during recruitment.

2000.2.1 Announcements, if made, shall be posted for a minimum of seven (7) calendar days although the period of posting may be left open until sufficient and suitable candidates apply.

2000.2.2 Announcements, if made, will be posted at those locations listed in 2000.2.3., as well as any appropriate locations determined by the Human Resources Manager.

2000.2.3 Job applications shall be available at the District's Business Center and website.

2000.2.4 Newspaper advertising will be used at the discretion of the Human Resources Manager and/or the Department Manager.

2000.3 Qualification of New Hires

2000.3.1 It is the responsibility of the Human Resources Manager to qualify all employment applications for completeness and veracity.

2000.3.2 The Human Resources Manager along with the hiring Department Manager shall determine those procedures that are competitive and fair in the selection of applicants who possess the highest levels of ability, skill and expertise when compared to other applicants, or when a single applicant is scored against an accepted standard.

2000.3.3 The Human Resources Manager shall ascertain minimum qualifications, experience, training, education and certificates for a classification, such as Driver's license, etc. Proof of the

possession of such minimum qualifications will be required and lack of proof will be cause for disqualification.

2000.3.4 The Human Resources Manager may make inquiry into the past record of applicants and disqualify any applicant whose records warrant such action, based on any of the following reasons:

- a) Lacks minimum qualifications.
- b) Has been previously dismissed for cause from a position at the District.
- c) Has resigned from a position with the District not in good standing or in order to avoid dismissal.
- d) Has intentionally attempted to practice fraud on their application or during the selection procedure.
- e) Lacks satisfactory driving record.
- f) Is related to a Board Member, the General Manager, the Human Resources Manager, and to a Department Manager only for hiring within his or her department.
- g) Is related to the person who would be supervising the position for which he/she applied.
- h) The term "related" as use in this section includes the following relationships: spouse or domestic partner, parents or parents-in-law, siblings or siblings-in-law, and children or stepchildren.

2000.3.5 Applicants will be notified that a job offer will be contingent upon passing the necessary preemployment drug test and other hiring requirements (See 2000.6).

2000.3.6 The Human Resources Manager along with the hiring Department Manager will review those qualified applicants for interviews.

2000.3.7 The Human Resources Department will coordinate the scheduling of these interviews.

2000.4 Testing – Prior to posting the Human Resources Manager along with the hiring Department Manager shall decide the type of testing, if any, that should be administered to applicants to qualify and rate applicants for appropriate skills and knowledge.

2000.4.1 Testing for proficiency shall measure those skills that are appropriate to the position to be filled.

2000.4.2 An applicant who fails either a written or proficiency test shall not be allowed to take a second test for the same class within sixty (60) days of that applicant's failure.

2000.4.3 Testing will be fair, objective and only used as one criteria of many in the final selection. The test will not be the final determinant.

2000.5 Interview Panel - The Human Resources Manager and Department Manager will coordinate an interview panel for the purpose of interviewing the most qualified applicants.

2000.5.1 Human Resources, and the hiring Department Manager, will determine the composition of the Interview panel. In order to create a fair and objective process in determining the most suitable candidate, the interview panel will be comprised of at least one member from the hiring department, one member from other departments within the District or outside the District, one technical support member (if necessary) and one Human Resources Department member who will serve as the facilitator and recorder. Members from outside agencies may be substituted for the members from other departments.

2000.5.2 Participants on the interview panel will ask questions that have been previously determined by the Human Resources Manager and the hiring Department Manager. Interview questions shall be appropriate to the duties, comply with legal requirements, and be non-discriminating in nature.

2000.5.3 The Human Resources Manager shall provide the recommendation from the interview panel to the hiring Department Manager.

2000.5.4 After reviewing any relevant information obtained by the Human Resources Department, the hiring Department Manager will notify the Human Resources Department of the top selection(s). The Human Resources Manager may form an eligibility list of recommended candidates that will remain in force and will be utilized should another employment announcement be posted for the same position in the subsequent twelve-month period.

2000.6 Final Hiring Requirements

2000.6.1 Upon the selection of a candidate by the hiring Department Manager, the Human Resources Manager will handle reference checks of selected candidate's previous employers, and make a verbal offer of employment contingent on successful completion of:

a) The physical examinations and verification by medical personnel that the applicant meets the physical requirements of the position, after all other conditions of employment have been met or removed. Provided that the District shall make reasonable accommodations to an applicant consistent with the intent and requirements of federal and state law.

b) Pre-employment drug testing and verification by medical personnel that the applicant has passed the test according to medical and legal standards then in place for safety sensitive positions; and,

c) A check of the applicant's DMV record and verification, at the Human Resources Manager's discretion, that the applicant's driving record is such that the applicant be entrusted to operate the District vehicles and machinery as applicable to the position.

2000.6.2 The Human Resources Manager shall prepare an offer of employment letter detailing the starting date, salary, supervisor's name, place, time, benefits, etc. pertaining to the position. This letter should also state that certain criteria must be met, i.e. probationary period and proof of eligibility to work in the United States.

2000.6.3 The medical examinations will be job related and may consist of any one or more of the following:

a) A physical examination by a District appointed medical physician.

b) A physical agility examination by a District appointed therapist.

c) A hearing test by a District appointed audiologist.

d) The pre-employment drug test, when required, will include but not be limited to a urine test. Subject test results may be re-administered if applicant requests.

e) Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) to the District, or its designated representative, will be a condition of employment with the District to the fullest extent allowed by the law. This is applicable to pre-employment physicals, drug testing and any other lawful need for medical information. Refusal to sign an authorization in any of these instances will deem the applicant ineligible for hire.