



**BOROUGH OF TARENTUM
ALLEGHENY COUNTY**



Personnel Policies and Procedure Manual (2020)

Chapter 2. Employment

Subject: Hiring Process

Hiring Process

Purpose.

To establish a policy and procedure for all phases of the hiring process.

Applicability.

This policy applies to all employees of the Borough, including those employees covered by collective bargaining agreements. However, this policy does not apply to hiring conducted, as required by law, by the Civil Service Commission.

Statement of Policy.

The Borough of Tarentum desires to hire the most qualified applicants to fill job openings that occur within the Borough's work force. The Borough believes that by hiring the most qualified applicants, the mission of the Borough will be completed in the most efficient manner possible, resulting in a benefit to the taxpayers of the Borough. In order to hire the most qualified applicants for Borough service, the following procedures shall be adhered to.

The Borough Manager will administer and coordinate the hiring process for all position vacancies (Note: The Civil Service Commission is responsible for the recruitment and certification of police officers to ensure compliance with contractual, legal, and equal opportunity requirements). All hiring efforts are conducted in the spirit of equal opportunity.

The following procedures will be adhered to by all departments in announcing position vacancies. These procedures do not apply in the staffing of Civil Service positions. In cases where these procedures contradict existing labor agreements, the applicable provisions of the labor agreements shall prevail.

Recruitment.

1. The Borough Manager will be notified immediately of all position vacancies by the respective Department Director.
2. The affected department may be asked to assist the Borough Manager, as necessary, in formulating the job announcement, ads, and in determining special applicant sources.
3. A determination will be made by the Borough Council, with recommendation from the Department Director, whether to accept in house candidate applications only or whether outside candidates will be considered for employment also. When making this determination, the Borough Council shall review any applicable collective bargaining agreement to determine if there are any contractual provisions that apply to departmental vacancies.
4. Ads for local newspapers, trade publications, and professional journals, as well as internet-based options, will be developed and placed by the Borough Manager's Office with assistance provided by the affected department.
5. The Borough Manager will screen active application files for possible candidates. These candidates will be contacted to determine current interest in Borough employment prior to the closing date listed on the employment notice.



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6. The Borough does not, under normal circumstances, use the services of any private employment agency, either employer or employee paid.
7. Applications shall be submitted to the Borough Manager using the Borough's Employment Application form. When the position being recruited is of a professional nature, the Borough Council may allow a resume to substitute for the Borough application form provided all information required on the application form is obtained from those who are interviewed for the position. A formal application shall still be submitted by the applicant prior to completion of the hiring process. The application will be kept on file for one (1) year and may be used to consider an applicant for all positions for which he or she might be qualified. In house candidates interested in applying for another position within the Borough should follow procedures as outlined in the policies on "TRANSFERS," or "PROMOTIONS."
8. For every job opening in the Borough, the Borough shall comply with the following public notice requirements:
 - a. The summary of the job notice shall be advertised in the official newspaper of the Borough and/or a newspaper of general circulation on at least one (1) occasion. The publication of the job notice shall be at least ten (10) days from the date of final submission of applications.
 - b. The summary of the job notice shall be posted on the official bulletin board of the Borough. Such notice shall be posted at least ten (10) days from the date of final submission of applications.
 - c. The Borough, at its discretion, may advertise the job opening in other manners such as trade publications or the internet.

If there are not sufficient qualified candidates at the closing date, the position may be re-opened and re advertised. If a position is re-advertised, the procedures outlined in subsection 8 of this policy shall be followed.

No applications for a position will be accepted after the published closing and/or receipt date.

9. The Administration Committee in cooperation with the Borough Manager, or designee, will screen all applications received to determine qualification for the position to be filled.
10. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the qualifications for the job.
 - b. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - c. They have made false statements of any material facts or practiced deception in their application.



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- d. They are physically, mentally or otherwise unable to perform the duties of the position.
- e. The applicant is not within the legal age limits prescribed by law or Borough policy.

Testing.

1. If required by the Borough Council, examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available. Testing procedures and material examinations must be validated. The Borough may purchase these materials and will require that the manufacturer can certify validity of the test.
2. The examination may consist of practical tests, written tests, in basket exercise or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities (KSA's) for the position.
3. The Borough Manager shall be responsible for certifying the reliability and validity of the examination given.
4. The testing process will be administered by the Borough Manager unless otherwise designated to the affected department.
5. The Borough Manager shall ensure that all testing is based on bona fide occupational qualifications.
6. The Borough Manager shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner. The Borough Manager shall inquire in testing announcements whether the applicant requires an accommodation.

Interview Process.

The employment interview is integral to the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements. Reasonable accommodations shall be provided for disabled applicants to allow participation in the interview process.

1. The Borough Manager shall coordinate the interview process, including selection of interview panel members, scheduling candidates, development of interview questions, etc.
2. The interview panel will be confirmed by the Borough Council with input by the affected department. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be excluded from serving on the panel. An ideal interview panel would consist of, at minimum, the Committee Chairs of the Administration/Human Resources Committee and the department for which the position vacancy exists.
3. The Borough Manager and the Department Director in which the position vacancy exists shall be responsible for the development of interview questions and standards for



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measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job-related and based on the analysis described in paragraph 1 above (Paragraph 1 of the Interview Process section). Questions will be designed to measure job knowledge, experience, and education or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or other characteristic protected by law or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with law.

4. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
5. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate reasonably to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries which would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.
6. The Department Director or Borough Manager will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions. The Borough Manager, or designee thereof, may meet with panel members prior to the interview for an orientation on interview and assessment techniques needed to evaluate each candidate objectively.
7. Each interviewer scores the candidates independently.
8. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to the Borough Council. If consensus cannot be reached, the final candidates, including their strengths and weaknesses, will be reported to the hiring authority.

Reference Check.

1. Before any offer of employment is extended by the Borough, the Borough Manager conducts a reference check on the final candidate(s). The check includes verification of employment duties, dates of employment, attendance record, safety record, and other pertinent information. Parts of the reference check may be delegated to the affected department.
2. No reference check or background investigation will be conducted without first notifying the applicant of the investigation. Furthermore, the applicant shall be required to sign a written release authorizing the release of personal information requested as part of the reference check or background investigation.
3. Certain positions may be designated by the Borough Council to undergo a thorough background check by the Police Department or other designated individual/agency.
4. Results of the reference check and/or background check will help determine the applicant's



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fitness for the position.

5. A recommendation for hire will be forwarded to the appointing authority for final approval to extend an offer.
6. When applicable, reference checks will adhere to the provisions of the federal Fair Credit and Reporting Act.

Applicant Notification.

1. After references are verified and a final decision reached, the Borough Manager notifies the candidate of his/her selection, makes an employment offer, and requests that the offer be accepted or rejected within a set number of days.
2. If the first offer is rejected, it will be decided whether to hire another candidate or to re-open the position.
3. Once a candidate accepts the employment offer, all other candidates are notified by email that they were not selected for the position.

Appointment.

1. For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and mailed by the Borough Manager in cooperation with the affected department. The employment confirmation letter shall include the following information:
 - a. Starting date and time
 - b. Compensation and method and schedule of pay
 - c. Where to report on the first date
 - d. If a non-union position, a statement that the position is an "at-will" position that can be terminated at any time by the Borough
2. Civil Service appointments are made by the appointing authority in accordance with applicable rules and regulations.
3. Appointments to the position of Borough Manager shall be made by majority vote of the Borough Council.
4. Department Director positions shall be made by majority vote of the Borough Council upon recommendation of the Borough Manager.
5. Police (full-time and part-time): Once approved by Civil Service Commission for full-time positions, will be approved by Borough Council majority vote.
6. Regular permanent full-time employees: Positions shall be made by majority vote of Borough Council upon recommendation by Department Director and Borough Manager.
7. Part-time (Permanent and Seasonal) employees: Upon recommendation of the Department Director, the Borough Manager shall inform the Borough Council, in writing, of all such appointments.



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Applicant Expenses.

1. Unless approved by the Borough Council, the Borough does not reimburse any applicant for travel costs in conjunction with the hiring process.
2. Relocation costs are paid in full by the employee unless otherwise approved by the Borough Council.
3. The applicant should be advised of items 1 and 2 above before reporting for the interview.

EFFECTIVE: Immediately

DATE: 7/7/2020

LAST REVISED: _____

APPROVAL: _____

A handwritten signature in blue ink, appearing to read "M. Nestico".

Michael L. Nestico, Borough Manager