



Human Resources Policies

Number E-1

Replaces Policies 2, 5 and 30

Employment

I. Basis of Appointment to Employment:

It is the policy of the City of Gainesville to make all appointments to employment with the City based on merit and fitness alone, and without regard to race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, or gender identity.

II. Types of Appointments:

A. Regular:

An employee appointed to a position on a regular, continuous full-time or part-time basis in accordance with the normal schedule of the particular department. Employees in this category receive benefits in approximate proportion to how the employee's workweek bears to a full-time workweek.

B. Temporary:

When practicable, it is the intent of the City to utilize employment agencies for temporary assignments instead of hiring temporary employees. However, when it is necessary for the City to hire a temporary employee, such employee serves at the discretion of the City and is not eligible for any benefits except as required by federal or state law or as provided in this policy. There are several categories of temporary employees that exist to help departments meet their needs. Temporary employees can be either full-time or part-time.

1. Short-term (up to one year): Hired for temporary assignments of less than one year such as short-term projects, substituting for an absent employee, or substituting while a vacant position is being filled. Before short-term temporary employment may extend beyond one year in duration, it requires the approval of the appropriate Charter Officer and notice to the Human Resources Director.
2. Recurring: Hired for a position that is seasonal in nature (e.g., lifeguards) or related to a formal educational program or department developmental program (e.g., police cadets).
3. Long-term (may be more than one year): Hired for special projects or assignments expected to last more than one year, but less than three years. Long-term temporary employees may also be appropriate when

a position is funded by a grant and it is not anticipated that the position will continue to be funded after the grant ends. Before long-term temporary employment may extend beyond three years in duration, it requires the approval of the appropriate Charter Officer and notice to the Human Resources Director.

4. Time-limited (may be more than one year and offered certain benefits):
 - a. Temporary Professionals hired for special projects, assignments, or grant funded positions expected to last more than one year, but less than three years, and provided with employment benefits identified herein when it is necessary and appropriate to offer such benefits for a particular position. For example, if the position is temporary and professional in nature, benefits may be necessary to attract and retain a desired applicant for the position. In addition, it may be necessary and appropriate to offer such benefits when grant funds require them.
 - b. Such an appointment requires approval of the appropriate Charter Officer and notice to the Human Resources Director.
 - c. Employment benefits for this type of appointment may include insurance, access to flexible spending accounts, access to the City's 401(a) plan, 457 deferred compensation plan, and/or a ROTH IRA, access to Employee Health and Wellness Services, and provision of any type of leave offered to MAP employees under the City's personnel policies. Such benefits must be approved and selected by the appropriate Charter Officer at the time of appointment.

III. Role of the Human Resources/Organizational Development Department:
In order to provide consistent employment selection processes and to ensure compliance with all applicable federal, state, and local laws, regulations, policies and procedures, the Human Resources/Organizational Development Department is responsible for the oversight of all employment selection processes within the City of Gainesville.

IV. Recruitment and Selection:
A. Generally, a competitive selection process will be administered to fill vacant positions. The Human Resources/Organizational Development Department will partner with the Hiring Department to administer the selection process. To encourage consideration of broad applicant pools,

the following shall apply, except as otherwise provided in a collective bargaining agreement:

1. Only those candidates who meet minimum qualifications and who pass associated screening assessments, when utilized, are eligible to be interviewed. The Human Resources Department shall have sole authority for determining which applicants meet minimum qualifications.
 2. City-only (Internal) Recruitments: When seven or fewer candidates are eligible to be interviewed, all such eligible candidates shall be interviewed. When more than seven candidates are eligible to be interviewed, at a minimum, the seven most qualified candidates shall be interviewed.
 3. External Recruitments: When three or fewer internal candidates are eligible to be interviewed, all eligible internal candidates shall be interviewed. When more than three internal candidates are eligible to be interviewed, at a minimum, the three most qualified internal candidates shall be interviewed.
- B. When interview panels are used during selection processes for regular appointments involving supervisor positions and above, the hiring manager shall create diverse interview panels, including representatives from one or more of the following protected classes: race, color, religion, gender, national origin, marital status, sexual orientation, age, disability, and/or gender identity.
- V. Hiring Authority:
The authority for making the final decision as to which applicant will be hired rests with the applicable Charter Officer or his/her designee.
- VI. Making of Job Offers:
All job offers will be made by the Human Resources/Organizational Development Department.
- VII. Pre-Employment Medical Examination:
Once a Conditional Job Offer is made, but prior to starting work, all new regular and temporary employees must pass a medical examination, which may include a drug test. In some cases a medical examination, which may include a drug test, will be required for job change.
- VIII. Probationary Period
- A. All regular appointments shall be subject to satisfactory completion of a probationary period. This applies not only to the first appointment of a new employee, but to any subsequent appointment in connection with a

promotion, voluntary transfer or voluntary demotion. The probationary period shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of an employee to the position and for releasing any employee whose performance, dependability or conduct is not satisfactory.

At the sole discretion of management, if an employee is removed during the probationary period following a promotion, voluntary transfer or voluntary demotion for failure to perform satisfactorily the duties of the position, then the employee may be returned to the classification held prior to the appointment or to a similar classification, or the employee may be terminated.

B. Length of Probationary Period:

Except as otherwise provided in the collective bargaining agreements, all regular employees shall be subject to at least a six (6) month probationary period, but the probationary period may be up to twelve (12) months and will be established at the time of the job offer. Employees may be terminated prior to the end of their probationary period.

An employee's probationary period may be extended up to three (3) additional months, but in no event shall the probationary period exceed twelve (12) months. Such extension requires the concurrence of the Human Resources Director/designee if, in the opinion of the employee's supervisor and Department Head, it is deemed appropriate.

C. Dismissal:

At any time during the probationary period, the supervisor and Department Head may discharge an employee for failure to meet probationary standards. Employees discharged for failure to meet probationary standards will not have recourse to any established procedure except where there is conflict with Charter or other ordinance or local, state or federal law.

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