



**Policy Purpose**

This policy establishes requirements associated with filling vacant positions throughout Salt Lake City Corporation.

I. General

- a. In accordance with applicable law, Salt Lake City administers competitive employment processes that encourage the attraction, hiring, retention, and promotion of individuals based on merit principles and individual qualifications.
- b. Positions designated as “at-will,” including those from the city council office and others appointed by the mayor, are exempt from career service and are, therefore, excluded from requirements of this policy.
- c. Recruitment processes and selection criteria for positions covered under the Civil Service Commission shall be governed and administered according to rules adopted and approved by the Commission, as set forth in city code, Chapter 2.16.
- d. The city is committed to building a qualified and competent workforce based on principles of diversity.
- e. The city will ensure equal employment opportunity to all employees and applicants for employment and/or promotion. The city prohibits any employment practice that discriminates against any employee or applicant for employment with respect to compensation, terms, conditions, or privileges of employment based on protections granted by Title VII, or by any other federal or state law, executive order or city ordinance, unless based on job-related or bona fide occupational qualifications.
- f. Hiring officials and the human resources department will adhere to and abide by the city’s nepotism ordinance (Chapter 2.52.210), minimum age requirements, and all applicable laws, rules, regulations or memorandums of understanding when making hiring decisions.
- g. Applicants requesting an accommodation under the Americans with Disabilities Act should be referred to the city’s EEO program manager.
- h. The human resources department will maintain and secure an applicant tracking system, including relevant applicant information and documentation.

II. Recruitment Strategy

- a. The human resources department, in consultation with hiring authorities and other subject matter experts, will implement a recruitment strategy for each job vacancy. A recruitment strategy includes:
  - i. Ensuring a current and accurate job description;
  - ii. Identifying minimum qualifications, including any applicable education, certification, license, and/or experience requirements, based on an analysis of the related duties and responsibilities of the job;
  - iii. Developing a job announcement that may include:
    - 1. Posting job announcements online;
    - 2. Marketing and advertising campaigns; and,
    - 3. Networking with industry professional organizations.
- b. The human resources department will promote, enhance, and actively engage in recruitment efforts designed to ensure that minorities, women, and persons with disabilities or other groups substantially underrepresented in the workforce are given consideration throughout recruitment and hiring processes.

III. Special Consideration & Preferences

- a. Military veterans and their qualifying spouses who self-disclose and provide documentation to support their eligibility for veteran status will receive preference in accordance with state and federal laws. The



human resources department will ensure that veterans or their qualifying spouse or widow/er receive a preference, as follows:

- i. All preference-eligible veterans and their qualifying spouses or widow/ers meeting minimum qualifications will either be given a 5% advantage or will be placed in a higher band when points are not used in the interview or hiring process.
- ii. For veterans with disabilities or for Purple Heart recipients, they will either be given a 10% advantage or will be placed in a higher band when points are not used in the interview or hiring process.
- iii. Preference is required to be granted only once, either during recruitment or hiring, but not both.
- b. The human resources department will ensure that applicants who are alumni of AmeriCorps, Peace Corps, or other national service organizations, receive a preference in the recruitment or hiring process in the same manner established for non-disabled military veterans.
- c. The city may also enact alternative job application programs that facilitate the need to fill vacant positions and enhance employment opportunities for people with disabilities.

#### IV. Job Announcements

- a. Unless otherwise limited under policy, contract, or memorandum of understanding, open recruitment may either be limited to current employees citywide or only those from a specific department, bureau, division, or work unit.
- b. All job announcements will be announced for a minimum of five business days.
- c. All job announcements will be reviewed and approved, in conjunction with hiring authorities, by the human resources department before posting.
- d. Any job-related preference based on education, experience, license or certification are to be specified in the job announcement.

#### V. Selection Criteria

- a. The selection criteria used to evaluate applicants may include, but are not limited to:
  - i. An analysis of the necessary knowledge, skills and abilities required for the position;
  - ii. A work history evaluation;
  - iii. A test of knowledge, skill, or performance ability;
  - iv. A reference check;
  - v. A physical test or medical examination; and/or
  - vi. An interview.

#### VI. Applicant Screening

- a. Screening Process
  - i. The human resources department will gather applications and create an applicant list for each recruitment.
  - ii. From the complete applicant list, a list of candidates that meet minimum qualifications will be identified and provided to the hiring authority by the human resources department.
  - iii. The hiring authority may only interview applicants on the certified applicant list.
  - iv. The human resources department will notify applicants of their application status.
- b. Interview Process
  - i. Hiring authorities will make a reasonable attempt to interview applicants on the qualified applicant list deemed as the best qualified based on objective job-related criteria.
  - ii. In cases where a qualified applicant has been interviewed by the same hiring authority for the same job during the past six months, the hiring authority may choose not to re-interview the



applicant. In this case, the applicant will remain active on the qualified applicant list to be considered for future openings.

- iii. The hiring authority may recommend to the human resources department that an applicant be removed for a qualifying reason from the certified applicant list. The human resources department may, in consultation with the city attorney's office, determine the applicant is to be removed from the qualified applicant list.
- iv. Hiring authorities will notify all of those on the qualified candidate list of their interview status.

VII. Pre-employment Testing, Drug Screens and Background Checks

- a. Job offers are contingent on the successful completion and passage of a drug test and criminal background check.
  - i. Pre-employment drug screening is required only for positions designated as safety-sensitive or other positions identified by the Human Resources Department due to department-specific needs and/or requirements. Pre-employment drug screening must be completed by an applicant within 48 hours of an offer of employment, unless an extension is granted by the department director or designee.
  - ii. Criminal background checks are required for all positions.
- b. A credit check may be required for certain job assignments.
- c. Candidates must also satisfactorily complete any other relevant or required test, evaluation, or examination applicable to a specific job or position.

VIII. Interview Travel Reimbursement

- a. With the prior approval of the department director, the city may pay airfare or mileage and lodging for interviewees who live more than 150 miles from Salt Lake City boundaries.

IX. Relocation Expense Reimbursement

- a. The city may pay reasonable and customary relocation expenses as determined by the mayor or mayor's designee, when such payment is necessary to hire prospective employees. Refer to the city's relocation procedure and form).
- b. Relocation expenses shall be reimbursed only in accordance with the city's relocation procedure.
- c. Reimbursable expenses shall not exceed \$15,000.
- d. An employee who receives a relocation reimbursement who voluntarily leaves city employment within two years from their hire date shall be required to reimburse the city on a prorated basis for any relocation expenses received. Reimbursement may also be required for employees who are terminated "for cause," in accordance with the city's relocation procedure.

Current References:

City code, Chapter 2.16, Civil Service Commission

City code, Chapter 2.52.210, Nepotism

Americans with Disabilities Act

[Definitions](#)

[3.01.02 New Hire & Training Requirements](#)

[3.05.06 Alcohol, Drugs and Illegal Substances](#)

Nepotism ordinance (Chapter 2.52.210)

Relocation procedure and form

Initial Effective Date: October 1, 1995

Approved and passed this 1st date of March, 2018