



# ADMINISTRATIVE REGULATION (AR)

HIRING PROCESS (Revised from City AR-00029) FESSAM #7B.C Effective: 01/01/2016

## I. SCOPE:

This Administrative Regulation applies to Loveland Fire Rescue Authority (LFRA) employees including: Regular, Temporary and Seasonal.

## II. PURPOSE:

This Administrative Regulation ensures that all LFRA employees are committed to hiring the best candidates. Selection and hiring decisions are made based on individual qualifications, without regard to age, sex, race, color, religion, national origin, sexual orientation, disability or genetic information.

## III. DEFINITIONS:

- **EEOC** refers to the U.S. Equal Employment Opportunity Commission which is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex, national origin, age, disability or genetic information.

## IV. POLICY:

LFRA's standard policy is to post open positions on the City of Loveland website for at least five (5) working days. However, it is not required to post open positions externally in the following situations:

- The duration of the position will not exceed six (6) months;
- A recruitment process for the same position occurred within the previous 90 days (based on interview date);
- A temporary or seasonal position will be filled with a qualified employee in good standing who is actively working in a temporary or seasonal capacity or who is being rehired within one year of separation;
- A qualified internal candidate pool has been identified; or
- A valid eligibility list exists for the position.

LFRA Fire Chief is authorized to make a direct appointment to any position and must approve any exception outside of those listed above.

An over hire is defined as the hiring of a regular employee that may result in the department exceeding its budgeted headcount for a significant time period and must be approved by LFRA Fire Chief prior to posting.

Offers of employment are not authorized or valid until all required procedures and approvals have been completed.

## Basis For Mandate:

- Title VII of the Civil Rights Act of 1964 (Title VII); The Age Discrimination in Employment Act of 1967 (ADEA); Title I of the Americans with Disabilities Act of 1990 (ADA); The



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Genetic Information Nondiscrimination Act of 2008 (GINA); The Colorado Anti-Discrimination Act (CADA)

- Internal governance

## V. PROCEDURE:

### Requisition, Posting and Applications

The Division Chief or his/her designee and hiring manager will submit electronically a requisition, an approved job description and any criteria that may be used as part of the selection process by the designated deadlines. City of Loveland Human Resources will assist in the development of job-related selection criteria if requested by LFRA. When advertising beyond the City of Loveland's website, the hiring manager and Human Resources will identify the most effective advertising mediums. Human Resources will manage the advertising process and may pay for the first advertisement based on available funds and budget constraints.

Applications for all positions must be processed through Human Resources. All applicants are required to complete a City of Loveland Application (with the exception of external search firm recruitment processes). Applications will **not** be accepted after the established deadline, unless the Human Resources Director identifies extenuating circumstances that allow for an exception.

#### Eligibility Lists

LFRA may use eligibility lists for positions with a high turnover rate and/or lengthy selection process (e.g. background checks, psychological screening, polygraphs). Division Chief or his/her designees and Human Resources will determine when eligibility lists are appropriate. Eligibility lists may be valid for up to eighteen (18) months after established.

#### Internal Postings

If the Division Chief or his/her designee and Human Resources determine that there are at least two current employees considered to be viable and qualified candidates for the position, the position may be posted for "internal applicants only." For the purpose of this policy, a *viable and qualified candidate* is defined as a current employee who meets the minimum job requirements and for whom the position would be a lateral or promotional opportunity.

### Interviewing and Selection

All interview questions, exercises, testing and other selection tools must be approved by Human Resources prior to use in the selection process. Human Resources may assist LFRA with recruiting support, including screening resumes and designing interview questions, if requested.

For benefit eligible positions, Human Resources will assist LFRA to schedule interviews and participate in interviewing panels, if requested. When an interview process includes internal candidates a representative from Human Resources must participate on the panel. Generally, interview teams will consist of at least two members. However, applicants for temporary and seasonal positions need only be interviewed by the hiring manager.





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While preliminary telephone or video conferencing interviews are permissible, a face-to-face interview is required prior to any offer of employment. The Human Resources Director may make an exception to this requirement in appropriate circumstances.

Following completion of the interviews, the hiring manager must contact Human Resources to initiate a background investigation on the top candidate(s). A criminal history check is required for all full-time and part-time Regular, Temporary and/or Seasonal positions prior to hire; additional position specific checks may also be required. For positions that require a commercial driver's license, a drug and alcohol test will be conducted after a conditional employment offer is made. Refer to the Administrative Regulations "Drug-Free Workplace", "Drug & Alcohol Use – CDL/DOT and "Drug & Alcohol – FTA".

## References Checks

Hiring managers must demonstrate a good faith effort to complete at least two (2) professional work references on the top candidate(s) prior to any employment offer. All reference checks conducted must be documented on the approved Reference Check form and submitted to Human Resources.

## Social Media and Internet Checks

Only Human Resources may conduct social media and/or internet searches on applicants and candidates. Hiring managers and other LFRA personnel are prohibited from performing any such searches and must contact Human Resources to initiate any social media or internet related investigations.

## **Employment Offers**

The hiring manager, with the approval of the Division Chief or his/her designee, will make the final hiring decision. Pending the outcome of the background investigation process, Human Resources will work with the hiring manager to create an employment offer.

A conditional offer of employment may be extended prior to the completion of the required background checks. However, the candidate's first day of work in the position must not be prior to the satisfactory completion of all required checks. Exceptions may be approved by Human Resources on a case-by-case basis. For all benefit-eligible positions Human Resources will generate and send formal offer letters.

Any employment offer that departs from standard hiring practice must be approved by both the Division Chief or his/her designee and the Human Resources Director prior to extending the offer to a candidate. Examples of exceptions to standard offers include, but are not limited to:

- Salary offers that are above the posted hiring range
- Any "sign-on" bonus or relocation expense assistance
- Paid time-off in addition to the standard benefit provided in LFRA benefits program

## **Notifications**



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Once an offer has been accepted, it is the hiring manager's responsibility to contact the candidates who were interviewed and not selected for the position. Human Resources will notify all other applicants.

### Record Retention

After a hiring decision has been made, **all** interview notes, exercises and any applicable paperwork must be forwarded to Human Resources to comply with retention and EEOC guidelines.

### VI. OTHER RELATED REGULATIONS & PROCEDURES:

ADA Employment Policy	Effective: 01/01/2016
Drug-Free Workplace	Effective: 01/01/2016
Drug & Alcohol – CDL/DOT	Effective: 01/01/2016
Drug & Alcohol Use – FTA	Effective: 01/01/2016
Background Investigations	Effective: 01/01/2016
Nepotism	Effective: 01/01/2016

### VII. LFRA FIRE CHIEF SIGNATURE:

  
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**Mark Miller, Fire Chief**