

**5.0 RECRUITMENT, SELECTION, PROMOTION, AND APPOINTMENT**

**5.1 General Policy** – It is the policy of the City of Coral Gables:

**5.1.1** – To recruit, select, promote or appoint employees based on suitability for a given classification without regard to race, color, religion, age, sex, sexual orientation, marital status, familial status, national origin, veteran status (please also see 5.1.4 below), disability, genetic information or any other legally recognized status entitled to protection under local state or federal anti-discrimination laws.

**5.1.2** – To attract and retain qualified employees who meet or exceed the minimum requirements for each position.

**5.1.3** – To support the concepts of affirmative action.

**5.1.4** – To comply with all state and federal laws for veterans. This includes laws prohibiting discrimination on the basis of veteran status and laws granting preferences to eligible veterans and spouses of veterans (see, e.g., Chapter 295, Florida Statutes).

**5.1.5** – To grant preference in initial employment to residents of Coral Gables, if all qualifications are generally equal to those of non-residents, after giving priority to policy statements 5.1.1 through 5.1.4.

**5.2 – Authorization to Fill Vacancies** – Before any vacant position is filled by a Department Head, the Human Resources Director must certify that a vacancy exists. The Human Resources Director, in coordination with the Department Head, will also determine that the position is properly classified and the method to be used in filling the vacancy. Vacancies may be filled by any of the following methods:

**5.2.1** – From an appropriate re-employment list containing the names of employees who have been laid-off.

**5.2.2** – By promotion or transfer of a present employee, who meets the requirements and qualifications necessary to adequately perform the duties of the position.

**5.2.3** – By hiring a person who meets the requirements and qualifications necessary to adequately perform the duties of the position, and who is not presently employed by the City.

**5.2.4** – Upon the recommendation of the Human Resources Director, and subject to the approval of the City Manager, in order to provide for an efficient succession within the organization upon the separation of an assistant city manager or department director, there may be a transitional period, not to exceed 3 weeks, whereby the individual separating and the individual filling the vacancy are employed simultaneously.

**5.3 – Announcement of Vacancies** – After it has been determined that a vacancy exists and can be filled, the Human Resources Director shall give notice of the vacancy; however, notice is not required for filling vacant excluded classifications when filled from within the organization.

**5.4 – Application** – Application shall be made on forms provided by the City.

**5.5 – Evaluation of Applicants** – All applications for employment, promotion or transfer shall be evaluated by, or under the direction of, the Human Resources Director.

**5.5.1 – Method of Evaluation** – Applicants who appear to possess the minimum qualifications for the classification may be further evaluated by any one or a combination of the following methods: job knowledge test, performance test, interview, evaluation of training and experience, suitability profile, polygraph examination, physical ability tests, work samples, medical examination, in-depth background check or other acceptable selection techniques that measure the ability to perform the job duties. Any method chosen shall evaluate only those criteria necessary to perform adequately in the classification.

**5.5.2 – Disqualifications** – Applicants may be disqualified from further consideration by the Human Resources Director for the following reasons:

**5.5.2.1** – Failure to possess the minimum qualifications necessary to perform the essential functions of the position.

**5.5.2.2** – Addiction to and/or currently using or abusing a controlled substance or alcohol.

**5.5.2.3** – False or misleading statements in the application or failure to provide information in a timely manner. (If discovered after hiring, this is grounds for discipline up to and including discharge).

**5.5.2.4** – Pled guilty or been found guilty of a felony or misdemeanor depending on the nature of the crime and/or the position sought with the City.

Note: This is not an exhaustive list of the reasons that an applicant for employment, promotion or transfer may be disqualified from further consideration.

**5.6 – Selection of Appointee** – An offer of employment or promotion shall be made by the Human Resources Department. All selections of new employees or of current employees for promotions or transfers shall be approved by the City Manager, or the Department Head if given such authority by the City Manager. Selections for employment, promotion, and transfer shall be made without regard to race, color, religion, age, sex, sexual orientation, marital status, familial status, national origin, veteran status (subject to 5.1.4 above), disability, genetic information or any other legally recognized status entitled to protection under local state or federal anti-discrimination laws.

**5.7 – Medical Examination** – All applicants for employment or promotion may be required to take a medical examination, including a drug and/or alcohol test and/or a suitability profile, by a health care provider selected by the City. The health care provider shall certify that the applicant is physically and mentally able to perform the essential duties of the position with or without accommodation. Cost of such examination will be paid by the City.

**5.8 – Fingerprints and Photographs** – Applicants will be fingerprinted and photographed prior to hire.

**5.9 – Types of Appointments** – The following types of appointments will be made:

**5.9.1 – Probationary** – New employees hired to fill regular full-time vacancies are

required to satisfactorily complete a probationary period. Length of probation varies. Refer to RULE 6.

**5.9.2 – Regular** – An appointment made to any classification following satisfactory completion of an original entrance or promotional probationary period.

**5.9.3 – Part-time** – Employees who work less than 30 hours a week on a regular basis are not eligible to receive benefits as provided for by the Personnel Rules and Regulations.

**5.9.4 – Temporary** – When a vacancy is expected to be of short duration, the Human Resources Director, upon request of the Department Head and approval of the City Manager, may authorize use of a temporary employee. Such employee shall, when hired, be notified in writing of the expected duration of the temporary employment and will only be extended upon the recommendation of the Department Head, through the Human Resources Director and approval by City Manager. Temporary employees do not accrue any rights or benefits.

**5.9.5 – Promotional Probationary Employee** – An employee who has been promoted to a higher classification is required to satisfactorily complete a six (6) month promotional probationary period in the new classification before obtaining regular status in the higher classification. Refer to RULE 6.

**5.9.6 – Contract Employee** – An appointment made by written agreement to render service to the City for a specified period of time. Contract employees are not entitled to benefits.

**5.9.7 – Emergency** – The City Manager may authorize the use of emergency employees. Such appointments must be reported immediately to the Human Resources Director and may not continue for longer than 30 days. Emergency employees accrue no rights or benefits.

**5.10 – Records** – It is the responsibility of the Human Resources Director to see that proper and complete records are maintained of all applications, examinations, and evaluations. Personnel records shall be maintained and provided in accordance with state and federal law.