

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 2.00

Recruitment and Selection

SUBJECT: 2.20

Offers of Employment

SUPERSEDES: March, 1990

NEW EFFECTIVE DATE: August 15, 1992

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APPROVED BY STAMANAGER, MANAGER, Manage

- I. Department heads or their appointed representative shall be authorized to make an offer of employment. All offers of employment shall be made subject to satisfactory completion of a pre-employment physical examination, background review, and successful completion of the probationary period.
- II. The appointing authority shall notify the candidate of their decision to appoint and reach a mutual agreement as to a starting date.
- III. The appointing authority should confirm the offer in writing with a copy to the Human Resources Department. The following should be included in the notice:
 - A. Title of the position
 - B. Salary/benefit package
 - C. Agreed-upon starting date
 - D. Office and person to whom the candidate will report
 - E. Name and phone number of the Human Resources Representative to contact for scheduling of pre-employment physical examination.
 - F. A statement that employment is contingent upon passing the pre-employment physical examination and background review and that resignations from current employees should not be finalized until this process is successfully completed.
 - G. A statement that employment is contingent upon submission of evidence that he/she is legally entitled to work in the United States.
 - H. A statement that the probationary process is part of the selection process, the length of probation to be served, and that regular status shall be dependent upon the satisfactory completion of probation.

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- IV. Candidates not selected shall also be notified in writing by the appointing authority that their names are being returned to the Human Resources Department for subsequent consideration in the event of another vacancy.
- V. When employees are appointed from a transfer list or promotional basis, agreement should be reached with the department from which the candidate is leaving as to the length of time expected for release of the employee. Normally, two to four weeks should be a reasonable length of time.
- VI. Upon acceptance of a letter of offer and successful completion of the pre-employment physical and background review, a Personnel Action Form shall be prepared on the individual appointed by the hiring authority and forwarded to the Human Resources Department.
- VII. Unless otherwise approved by the Director of Human Resources, a verbal or written offer of employment not responded to within five (5) working days is void and the applicant's name shall be removed from the eligible list.
- VIII. Full time and Part time appointments: Appointments may be full time or part time. The work week for full time appointment is 40 hours, or an average of 56 hours for Fire and Paramedics shift operations. The work for part time appointment is less than that defined for full time.