

CHARTER TOWNSHIP OF WEST BLOOMFIELD

GENERAL EMPLOYEES HIRING POLICY

Sec. 1. Purpose and Intent.

The purpose and intent of this policy is to provide procedures to be utilized in the selection of general Township employees.

Sec. 2. Definitions.

The following words, terms and phrases shall have the meanings indicated:

- (a) *Oral board.* A panel or committee of Township officers, employees, or consultants that conduct oral interviews and testing of applicants for Township employment.
- (b) *HR Director.* The Township's Human Resources Director, and in the absence of such a director, the Township Supervisor, or an officer or employee of the Township, designated by the Supervisor. The HR Director may be assisted by HR Department personnel and other Township employees.
- (c) *Long-term, part time position.* Positions budgeted to be in existence longer than 20 weeks and work hours averaging 30 per week or less.
- (d) *Temporary position.* Positions expected to work less than 20 weeks.

Sec. 3. Eligibility Lists.

The HR Department shall be responsible for establishing and maintaining eligibility lists of competent applicants to fill vacancies that are likely to occur in the following entry level positions, and any other categories deemed appropriate by the HR Director, excluding public safety positions:

- 1) General clerical positions including but not limited to; assessing positions, record clerks, account clerks, and Treasurer's positions
- 2) Accounting and other professional positions
- 3) Water and sewer workers
- 4) Inspectors
- 5) All other non-public safety positions

Sec. 4. Notices and Applications.

- (a) Prior to establishing an eligibility list for any position, the HR Department shall post the position internally for a period of eight (8) calendar days. If it is determined there are no qualified, internal candidates, the HR Department shall provide public notice that the Township is accepting applications for employment, and what the minimum requirements of the position and for

CHARTER TOWNSHIP OF WEST BLOOMFIELD
GENERAL EMPLOYEES HIRING POLICY

making an application are. The application deadline will not be not less than fifteen (15) calendar days from the date of the notice. The public notice shall be published in the same newspapers used by the Township for legal publications and in any other newspapers, trade magazines, and websites deemed appropriate by the HR Director for the position.

- (b) The minimum requirements for any position shall be established by the job description, consistent with Township Board approved policies and employee manuals, applicable laws, and generally accepted public sector employment standards.
- (c) The HR Department shall notify applicants by first class mail that their application has been received.

Sec. 5. Written and Computer Tests and Review of Job Qualifications.

- (a) Written tests, selected by the HR Director, based on the position(s) applied for, shall be part of the employment application process to be used in qualifying applicants for consideration. The written tests to be administered must be job related, meet validity requirements, and meet the requirements of the Civil Rights Act of 1964 and 1991, and any other State or Federal hiring requirements.
- (b) Written and/or computer tests are to be given to entry-level full-time and long-term part-time applicants. The minimum acceptable score for consideration for the oral interviews shall be an average of eighty (80%) percent on the written and/or computer tests.
- (c) Instead of or in addition to a written test, applicants for professional, Department Head, water/sewer, and other non-clerical positions, shall be evaluated by the HR Director who shall review applications/resumes for conformance/compliance with the criteria and qualifications contained in the job description. Each job description shall include a table of required and desirable traits, skills, and experience formulated by each Department Head and approved by the Personnel Committee. A table indicating how each applicant meets those criteria shall be created under the direction of the HR Director and provided to the oral board. Department Heads with current vacancies may assist in the assembly of this table.
- (d) The HR Department shall compile and maintain a written record and list of the test scores and qualification evaluations, of applicants for each position, for a period of two (2) years.

CHARTER TOWNSHIP OF WEST BLOOMFIELD
GENERAL EMPLOYEES HIRING POLICY

Sec. 6. Oral Exams and Overall Test Scores.

- (a) Except where otherwise provided by policy, the Oral board shall include two (2) individuals selected by the Department Head, which may include the HR Director and the Department Head seeking to fill a vacancy. The Oral board must contain at least one (1) member of the HR Department. For Department Head positions, the Oral board will consist of the HR Director, the Township Supervisor, and the Supervisor's designee.
- (b) The eight (8) highest scorers on the written test, and the applicant qualification criterion, which includes experience, knowledge, presentation, and job criteria as defined in the job description, will be interviewed by the Oral board. For classifications with word-processing requirements, the weights of the various qualifying segments are: written test fifty (50%) percent, computer test thirty (30%) percent, and applicant qualification criteria twenty (20%) percent. The oral exam score is calculated by averaging the scores assigned by the individual members of the Oral board.
- (c) The HR Department shall calculate and prepare the final applicant combined score list and shall review it with the hiring Department Head.

Sec. 7. Interviews, Hiring Decisions, and Notifications.

- (a) Except for Department Head positions where the HR Director shall present three (3) to four (4) applicants to the Township Board for interview and selection, the eight (8) highest scoring applicants will be presented by the HR Director to the Department Head for interview. Following the interviews, the Department Head may select any of the interviewed applicants by notice to the HR Director. If such applicants are deemed unacceptable, the next eight (8) highest scoring applicants shall be presented to the Department Head by the HR Director, after they have been interviewed by the oral board, under Section 6 (b).
- (b) The HR Department shall notify all applicants, in writing, that they have or have not been selected for employment, and if selected, the requirements for accepting and beginning employment.
- (c) Except for applicants who fail the Township's pre-employment drug test, those applicants not selected will remain on the eligibility list for future positions, for six (6) months. The HR Director may extend the effective period for up to an additional six (6) months.

CHARTER TOWNSHIP OF WEST BLOOMFIELD
GENERAL EMPLOYEES HIRING POLICY

Sec. 8. Temporary Employees.

- (a) An officer or Department Head, with budgetary authority for a temporary employee, shall notify the HR Director that he or she wants to recruit for that position. Upon receipt of such notice, the HR Department shall provide the public notice and applicant notifications as described in Section 4. Election workers are not covered by this section's requirements.
- (b) Eligibility lists and written tests/job qualifications, as described in Section (3) and (5), are not required for temporary employee positions. Applications will be screened by the HR Director and Department Head for conformance/compliance with the advertised job description criteria.
- (c) Up to eight (8) applicants meeting the advertised job description criteria shall be interviewed and examined by the Department Head. Each applicant will be asked a list of standard questions and any question particular to the applicant's resume/application.
- (d) After the interviews, the Department Head may select any of the interviewed applicants by notice to the HR Director. All applicants will be notified in writing by the HR Department that they have or have not been selected for employment, and if selected, the requirements for accepting and beginning employment.

Sec. 9. General.

- (a) Amendments to this policy must be presented to the Board of Trustees and may be adopted, as modified, at a successive meeting.
- (b) The current hiring policies shall be posted on the Township's website.