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Policy Title: RECRUITMENTS AND APPOINTMENTS	Policy No.: 10-650
Review Responsibility: Gina Monger, Administrative Services Manager	Approved By: Kevin E. Gallacci, General Manager
Authorized By: Clallam Transit System Resolution No. R5:2020, original resolution	Effective Date: 03/01/2020

1. PURPOSE

Clallam Transit System (“CTS”) is committed to hiring and compensating a qualified, diverse, and productive workforce to carry out its mission, vision, and values. This policy supports other CTS policies that promote a diverse workforce, equitable pay and working conditions. Each employee is hired to make significant contributions to CTS and the communities served.

2. POLICY

- A. **This policy applies to recruitments and appointments for non-represented positions only.** All appointed non-represented employees are considered at-will; the right to terminate their own employment with CTS and the right of CTS to terminate an employee for any (or no) reason. Termination of an employee can be done without any prior notice.
- B. The recruitment and selection process will consider any and all qualified candidates for hire, promotion, or internal movement based on the position description requirements. This policy will ensure that hiring decisions are fair, objective, and based on the evaluation of job-related competencies and characteristics required for successful job performance and performance management, while supporting workforce diversity and CTS's *Affirmative Action Plan*.
- C. CTS also desires to consider career development of existing CTS employees when appropriate. CTS will ensure compliance with state and federal laws regarding employee selection and non-discrimination.
- D. This policy does not apply to new non-represented positions as a result of a position reallocation. The incumbent of the allocated position will be retained in the position, provided the incumbent meets the minimum qualifications of the position as reallocated. If the incumbent does not meet the qualifications, then the provisions of the CTS *Layoffs Policy* will apply.
- E. Employees covered by the labor agreement and subsequently appointed to a non-represented position will retain any return rights to their represented position, as stipulated by the labor agreement.

3. ADMINISTRATION

A. Coordination

The Administrative Services Department (ASD) will coordinate all internal and external recruitments with the hiring supervisor/manager (“supervisor”). The ASD designee and the supervisor will partner together for each

position opening. The ASD designee will plan recruitment efforts that will provide the supervisor with the maximum number of candidates that meet those requirements and competencies.

B. Position Review

Vacancies will be evaluated for ongoing need to ensure maximum efficiency of available resources, including a review of the position description to objectively identify the skill and competency requirements. Any recommended changes to the position's allocation will be presented to the supervisor and general manager for approval.

C. Job Postings

All external recruitments are posted on the CTS website and sent to recipients on the current mailing list. CTS may also advertise recruitments on paid media, social media, and other CTS property as appropriate. Internal recruitments will be distributed by email and posted on the designated employee bulletin boards.

D. Minimum Qualifications

All applicants will be reviewed for meeting the established minimum qualifications before any further screening occurs. All applicants must meet the minimum qualifications to be considered for any position.

E. Screening Tools

Screening and assessment methods necessary to narrow down the number of candidates to those who best fulfill the skill and competency requirements for the position and work environment will be conducted. Screening methods may include, but are not limited to, reviewing resumes and employment applications, interviews, written and demonstrated examinations, and supplemental questionnaires.

F. Interviews

Team interviews may be conducted as needed for some positions. Whenever possible, all team interview participants will receive interview training prior to their first interview. If a team interview is conducted, a structured interview process is recommended. All interview questions will be reviewed by the Administrative Services Manager prior to the interview.

G. Background Checks

Background checks will vary depending on the position being filled and may include criminal history, credit history, driving record, drug and alcohol testing, or any other relevant information for the job. All background checks will be conducted by the ASD.

H. Job offers

After a decision has been made to hire a candidate, the ASD designee will complete CTS *Appointment Authorization Form* and forward for approval. An offer of employment may be made upon approval of the appointment. The job offer will be made contingent upon the satisfactory completion of required contingencies as outlined in the offer letter.

I. Candidates Not Selected

All applicants not selected will be notified by CTS. Internal represented applicants will be notified in accordance the labor agreement provisions. External applicants who apply and have previously applied within the last 12 months for the same position will be considered and may not be subject to the identified screening process, unless the process has substantially changed.

4. DIRECT APPOINTMENTS

Nothing in the policy will prevent the general manager from making a direct appointment of an internal CTS candidate to a non-represented position, provided the candidate meets the minimum qualifications of the position, as determined by the administrative services manager. This is an exceptional action and is not typical of the

recruitment process. The general manager will consult with the administrative services manager and supervisor of the position prior to taking such an action. The general manager is also strongly encouraged to consult with the entire CTS leadership team for feedback when considering a direct appointment. This action may be taken as part of a CTS succession planning process.

5. REASONABLE ACCOMMODATION

Unless an accommodation results in undue hardship, CTS will provide accommodations for candidates to participate in all aspects of the recruitment and assessment processes in accordance with the CTS *Reasonable Accommodations Policy*.

6. REGULATORY AND ADMINISTRATIVE CHANGES

- A.** To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to comply with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B.** All changes to Section 4 of this policy require approval by the board. Except as specifically noted, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS. The board will be notified of all policy changes.

7. REFERENCES

- A.** CTS Affirmative Action Plan
- B.** CTS Layoffs Policy
- C.** CTS Appointment Authorization Form