



Policy Title and Number: Recruitments and Appointments 10-650
Review Responsibility: Barb Cox, Human Resources Manager
Approved By: Jason McNickle, General Manager
Authorized By: Clallam Transit System Resolution R5:2020, original resolution
Effective Date: November 9, 2026

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 at-will. Both the employee and CTS can end the employment at any time, for any reason, without prior notice.
- B.** The recruitment and selection process will consider all qualified candidates for hire, promotion, or internal opportunities based on the position description requirements. This policy ensures fair and objective hiring, based on job-related competencies while supporting workforce diversity and complying with federal and state equal employment opportunity requirements.
- C.** CTS is committed to supporting the career development of its existing employees by considering internal candidates for advancement opportunities, when appropriate. CTS will conduct all employee selection processes to ensure compliance with state and federal laws governing equal employment opportunity and non-discrimination.
- D.** This policy does not apply to newly established non-represented positions resulting from a position reallocation. The incumbent will remain in the reallocated position provided they meet the minimum qualifications. If the incumbent does not meet the qualifications, the provisions of the CTS *Layoffs Policy* apply.
- E.** Employees covered by the labor agreement who are subsequently appointed to a non-represented position retain any return rights to their represented position, in accordance with the labor agreement.

3. ADMINISTRATION

A. Coordination

Human resources (HR) will coordinate all internal and external recruitments with the department manager or supervisor (manager). The human resources manager (HRM) or designee and the manager will partner throughout the recruitment process to develop recruitment strategies that maximize the pool of qualified candidates who meet the positions qualifications.

B. Position Review

Vacancies will be evaluated for ongoing need for the position and ensure the efficient use of resources. The position description's competency requirements will be reviewed to confirm the required qualifications, skills, and competencies. Any recommended changes to the position's allocation will be submitted to the manager and general manager for approval.

C. Job Postings

External recruitments will be distributed to CTS staff by email, posted on the CTS website, and employee bulletin boards. Recruitments may also be advertised through paid and social media. Internal recruitments will be distributed by email and posted on employee bulletin boards.

D. Minimum Qualifications

All applicants will be reviewed to verify that they meet the established minimum qualifications before advancing in the recruitment process. Only applicants who meet the minimum qualifications will be considered for any position.

E. Screening Tools

CTS may use screening and assessment methods to identify candidates' qualifications, skills, and competencies that best meet the requirements of the position. Screening methods may include, but are not limited to, application and resume reviews, supplemental questionnaires, written or practical examinations, and interviews.

F. Interviews

Team interviews may be conducted, as appropriate. Whenever practicable, interview panel members will complete interview training before participating in an interview. If a team interview is conducted, a structured interview process is recommended. Interview questions will be reviewed by the manager and finalized by the human resources manager or designee prior to the interview.

G. Background Checks

Background checks will be conducted, as appropriate for the position and may include criminal history, credit history, driving record, drug and alcohol testing, or other relevant inquiries. All background checks will be conducted by HR and in accordance with RCW 49.94, 49 CFR Part 40, and other applicable laws.

H. Job Offers

After a hiring decision has been reached, the HR designee will complete and submit the CTS *Appointment Authorization Form* to the human resources manager and the general manager or designee for approval. An offer of employment may be extended upon approval and will be contingent on the satisfactory completion of pre-employment requirements identified in the offer letter.

I. Candidates Not Selected

CTS will notify all external applicants who are not selected and internal represented applicants will be notified in accordance with the labor agreement. External applicants who applied for the same position within the previous 12 months may be considered without repeating the application and screening process unless the process has substantially changed.

4. DIRECT APPOINTMENTS

A. Nothing in the policy prohibits the general manager from making a direct appointment of an internal CTS candidate to a non-represented position, provided they meet the minimum qualifications as determined by the human resources manager, general manager, or designee. Direct appointments are intended to be an exceptional action and are excluded from the standard recruitment process.

B. Prior to making a direct appointment the general manager will consult with the human resources manager and position manager and is encouraged to seek input from the CTS leadership team. Direct appointments may be made in succession planning efforts.

5. REASONABLE ACCOMMODATION

CTS will provide reasonable accommodations for qualified applicants unless it creates undue hardship. This would be considered to enable participation in all phases 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 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