

Appointments

Number: B-4

Revision:

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1.0 POLICY

Applicants and employees shall be appointed to positions with the Town of Carolina Beach by the designated hiring official without regard to race, gender, religion, age, national origin, sexual orientation, physical or mental disability or any other non-job related factor, except when certain physical and mental requirements are Bona-fide Occupational Qualifications (BFOQ).

2.0 PURPOSE

There are a number of Federal and State laws as well as Town policies that govern the employment process and conditions of employment after selection including, but not limited to, Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, The Americans with Disabilities Act of 1990 and as amended in 2008, and the Immigration Reform and Control Act of 1986. This policy explains the rules and process the Town of Carolina Beach follows when appointing employees to Town positions to ensure compliance with applicable laws and policies.

3.0 SCOPE

This policy covers all Town of Carolina Beach employees.

4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 Other (not Benefit-Eligible) Employee - An employee assigned to a position designated seasonal temporary or special project who is eligible for salary and mandated benefits only. See **Policy on Position Types**.
- 4.3 Appointment - The approval or certification of an applicant or employee to perform the duties and responsibilities of an established Town position.
- 4.4 Benefit-Eligible Appointment - An appointment to a position that is eligible for all Town benefits, either full time or part-time.
- 4.5 Temporary Appointment - An appointment for a limited term or limited number of hours. Positions that are considered temporary assignments for the purposes of this policy are seasonal temporary or special project. Employees appointed to a temporary position receive salary plus mandated benefits only.
- 4.6 Probationary Period - The probationary period is a "trial period" during which the supervisor determines whether the new employee is suitable for and is able to acceptably meet the Town's job performance and behavioral expectations for the position. It is a benefit-eligible employee's initial period of employment. An employee may be terminated from Town employment for any lawful reason with no right of

appeal during the period. The duration of a probationary period is typically the initial six months of service, but may be longer for specific jobs requiring more extensive training processes and closer supervision.

- 4.7 I-9 Form - A form that every employee must complete as required by the Immigration Reform and Control Act of 1986. The I-9 Form is designed to certify that the employee is eligible to work in the United States.
- 4.8 Background Check Release Form - A form completed by an applicant for any position that authorizes a background check prior to employment.

5.0 ORGANIZATIONAL RULES

- 5.1 General Provisions:
 - A. The hiring department will verify that the applicant meets minimum age requirements where applicable.
 - B. Appointment/Date of Hire with the Town of Carolina Beach will normally begin to coincide with the first day of a payroll period.
 - C. Applicants must sign a Background Check Release Form following the extension of a formal offer of employment.
 - D. The hiring official will send a formal offer of employment letter to any applicant appointed to a position.
 - E. Applicants for all "safety sensitive" positions must successfully pass a background check and a pre-employment drug screening.
 - F. Applicants for all benefit-eligible positions who have successfully passed a background check must also successfully pass a pre-employment physical and a psychological examination for sworn law enforcement officers. Other employees (seasonal temporary or special project employees) because of the physical nature of their jobs or whose jobs are considered "safety sensitive" may also be required to successfully pass a pre-employment physical examination.
 - G. A hiring offer is contingent upon the results of a background check, a pre-employment drug screening and a pre-employment physical examination (and psychological examination, where applicable), reference and background checks and additional verifications associated with hiring criteria.
 - H. All employees shall be required to complete a Form I-9 on their first day of employment.
- 5.2 Probationary Period
 - A. Probationary periods apply to all employees.
 - B. All employees serve a probationary period of at least six months.
 - C. An employee serving the probationary period for an initial appointment to Town service may be dismissed at any time for any lawful reason and has no appeal rights.
 - D. A probationary period may be extended, not to exceed three months, at the discretion of the Department Director and the Town Manager.

6.0 PROCEDURES

- 6.1 Benefit-Eligible Employees
 - A. Once a selection has been made, the hiring official, in coordination with Human Resources, will determine an appropriate starting salary for the selected candidate.
 - B. The hiring official will make a verbal, tentative offer of employment. The tentative offer of employment should include a salary offer and an agreement on

a starting date. The hiring official will inform the applicant the offer of employment is contingent on the employee passing a background check and a pre-employment physical examination, drug screening and any remaining verifications of qualifications.

C. The Department Director must authorize all hiring decisions.

D. When the tentative offer of employment is accepted, the hiring official will contact Human Resources to make an appointment for a pre-employment consultation to include providing the applicant with the documents necessary to receive the pre-employment physical exam and drug screening, and other initial employment documents.

E. The hiring official will send the selected employee a formal offer letter that confirms the agreed upon salary, the starting date, the probationary period, and eligibility for merit increases. The hiring official should also include any other information that would be useful to the new employee.

F. As soon as administratively feasible, the employee will attend New Hire Orientation. During this class the employee will learn about the Town's benefits and make his benefit selections. The employee will be informed of the Town's Drug Policy and the Sexual Harassment Policy and will sign an acknowledgement form. Employees will be informed of where to view the Personnel Policy Manual and where other important Town information can be located.

7.0 APPENDIX, APPENDICES

- **New Hire Offer Letter**