

ORDINANCE 12- 38

AN ORDINANCE AMMENDING THE PERSONNEL CODE

WHEREAS, the Administrative Committee has reviewed the Personnel Code and has determined the best interest of the Village will best be served by amending the Code.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The Village of Chatham Personnel Code effective May 1, 2010 is hereby amended by adding following Section pertaining to Employment Process is hereby adopted:

Employment Process

The process of recruitment, selection, and employment is to attract, promote, or hire individuals who fit the needs of the Village and who have the required knowledge, skills, and abilities to perform the duties assigned to the position being filled.

This policy applies to all positions approved by the Village President and Board of Trustees. Only the Village Manager has the authority to fill a vacant position, except Village Manager, Chief of Police and Police Officers. The Village Manager may appoint an individual to fill any vacancy or authorize the recruitment and selection process described in this policy.

Vacant Position

When a position becomes vacant, the department head informs the Human Resources Coordinator and the Village Manager gives approval to initiate the recruiting and selection process. The Human Resource Coordinator provides the posting, hiring criteria, and job description to the supervisor of the vacant position for review. The Human Resource Coordinator posts the vacancy and monitors the hiring process to assure compliance with this policy.

Position Posting

Vacancies may be posted to internal applicants only or to both internal and external applicants. All postings will contain a summary of the position's duties and responsibilities, and will list the salary information, knowledge, skill, and ability requirements. Selection criteria will be included with the posting and will be available to applicants. Generally, posted vacancies will contain a closing date and will be posted a minimum of five working days.

Application Processing

External applicants are required to submit a resume with a cover letter and a Village employment application form. Internal applicants are required to

submit an updated resume with a cover letter. All resumes and/or applications received for a posted position will be screened by the Human Resources Department and separated into two categories. Category A will consist of applicants who meet the requirements for the posted position. Category B will consist of applicants who do not meet the posted requirements. The Human Resources Department will provide the interviewing supervisor with all Category A applications and resumes. The supervisor, in consultation with the Director of Human Resources, will select the applicants to interview and return all applications and resumes to the Human Resources Department. The Human Resources Department will contact the applicants to schedule interviews.

Selection/Interview

Generally, the Village will follow a structured interview process. Interview questions will be used to assess the applicant's ability to perform the essential functions of the job, with or without a reasonable accommodation, if appropriate. All interview questions will be derived from the identified selection criteria. Applicants who are Village employees may request a post-interview counseling session to discuss their performance in the interview. The purpose of a post-interview counseling session is to help the employee discover areas of knowledge, skill, and ability that should be increased in preparation for future interview opportunities.

Reference Check/Background Investigation

Reference checks and/or criminal background checks will be conducted on all individuals prior to being offered employment with the Village. The Village will not make any employment decision based on an expunged or sealed record of conviction.

Job Offer

The Human Resources Coordinator, or his or her designee, will contact the successful applicant or appointment and make the job offer. The unsuccessful applicants will be contacted in writing by the Human Resources Department.

The Human Resources Department or the Village Manager will announce the name of the successful applicant or appointment via e-mail.

Verification of Employment Requirements

Certain positions within the Village require particular degrees, licenses, certifications or other designations as a condition of employment or as a condition of continued employment. The Human Resources Coordinator is responsible for verifying that all employees whose positions require particular degrees, licenses, certifications or other designations have satisfied those requirements. Copies of the appropriate documents verifying the employee's degree(s) or licensure(s) shall be retained in the employee's personnel file. Employees who have continuing educational obligations connected with any professional license or designation required for their Village position must notify the Village of such obligations and provide proof of compliance. Copies of documents demonstrating compliance will be retained in the employee's personnel file.

If a candidate who has not yet obtained the necessary credentials is being considered for a position, the supervisor recommending the hiring should submit a written explanation to the Village Manager and the Human Resource Coordinator detailing the request to hire that individual. Generally, in the event the Village decides to hire an individual who is not currently in compliance with the Village's credential requirements that individual will be

given 60 days to obtain compliance. Upon the 61st day, the Human Resource Coordinator will provide verification to the Village Manager that the individual is in compliance or will notify the Village Manager if additional time is necessary to obtain compliance.

Any instance of noncompliance or an employee not having the appropriate employment-related credentials shall be brought to the attention of the Village Manager.

Employment Eligibility Requirements

Applicants must certify they are legally authorized to work in the United States. All new employees are required to complete an 1-9 Employment Eligibility Verification Form. All documentation required for the 1-9 form must be provided on the first day of employment or within three days. Failure to supply all required documentation for the 1-9 form may result in termination of employment. The Village may consider sponsorship for temporary and/or permanent residency and/or citizenship on a case-by-case basis. The Village reserves the right to limit and deny any sponsorship requests.

Educational Loan Default Act

Village employees are subject to the provisions of the Educational Loan Default Act (5 ILCS 385). The act states, in pertinent part, that any employee in default on any educational loan for a period of six months or more and in an amount of \$600.00 or more must, as a condition of employment, make satisfactory arrangements to repay the loan. Failure to make satisfactory arrangements within six months of the first day of employment will result in termination of employment.

SECTION 2: This Ordinance is effective upon passage and approval, as provided by law. The Clerk shall cause this Ordinance to be included in the Village of Chatham Code of Ordinances.

ADOPTED this 9th day October, 2012



Thomas S. Gray
Thomas S. Gray, President
Village of Chatham

ATTEST:

Pat Schad
Pat Schad, Clerk
SCHATTMAN

AYES: 5 HERR MAUL HOLDEN KAVANAGH

PASSED: 10-09-12

NAYS: 0

APPROVED: 10-09-12

ABSENT: 1 BOYLE