# CITY OF DENTON

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

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<th>SECTION: HUMAN RESOURCES</th>
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<td>INITIAL EFFECTIVE DATE: 04/01/95</td>
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<td>TITLE: HUMAN RESOURCE EMPLOYMENT PROCESS</td>
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**ADMINISTRATIVE DIRECTIVE:**

I. NON-CIVIL SERVICE EMPLOYMENT PROCESS

A. **Pre-vacancy**

   The City of Denton only accepts employment applications for positions that are currently vacant.

B. **Employee Requisition**

   When a job vacancy occurs, or if a new position is approved, the department will submit an employee requisition to the Human Resources Department.

C. **Recruitment**

   1. **In-House:** When the vacancy has been determined to be an "In-House Position," an "In-House Position" job announcement will be prepared and posted on the bulletin boards in the Human Resources Department at 601 East Hickory, Suite A, in City Hall East And on the City’s internet site.

   2. **Open/General Public:** When the vacancy has been determined to be open to the general public, job opportunity announcements will be prepared and posted on the bulletin boards in the Human Resources Department at 601 East Hickory, Suite A, in City Hall East and at the Service Center at 901 East Texas Street. The requesting department/division will ensure that job opportunity announcements are posted in their areas.

   Positions (except in-house) will be advertised in the classified sections of the local news media.

   **Note:** For position posting guidelines, please refer to Administrative Directive 101.01 entitled "Job Posting Timetable."
D. Application Process/Initial Interview

The Human Resources Department staff will review applications with a closing date and, at the hiring department's/division's request, applications for positions that are “open to fill”. After review of the applications, Human Resources Department staff will, after the closing date, refer the applications of all applicants who meet minimum qualifications to the hiring supervisor who initiated the employee requisition. When the hiring department/division has requested that the Human Resources staff review applications for positions posted “open to fill”, those applications will be forwarded as soon as the staff member has reviewed the position and verified that the applicant meets minimum qualifications for the position.

E. Departmental Interview

Supervisors will interview the referred applicants and make the final decision for employment based on job related requirements, qualifications, and past employment verification. Supervisors will conduct employment verification checks on applicants prior to the final employment decision.

When the supervisor makes the final selection, he or she will document the selection/rejection reasons for all referred (interviewed) applicants and promptly return the applications to the Human Resources Department.

The supervisor will indicate a preferred starting date for the successful candidate.

F. New Employee/Transfer Employee in Process

The hiring authority will extend the conditional offer of employment to the successful candidate and agree on a starting date. All offers are contingent upon the results of: (1) the driver's license check when requested; (2) proof of driver’s liability insurance when requested; (3) a negative drug screen; (4) the criminal history background check; (5) a physical examination when required; and, (6) the ability to produce documents of employability as outlined in the Immigration Reform and Control Act of 1986. The supervisor will then make arrangements with the Human Resources for the newly hired employee to attend in-processing.

It is also the hiring authority's responsibility to notify the referred or interviewed applicants not selected for the position.

G. New Employee Orientation
On the first day of employment the new employee and his or her supervisor will complete, sign, and forward the New Employee Orientation Checklist to the Human Resources Department. Soon after starting work, all new employees must attend an orientation session to learn more about the City, including employee relation services, benefits, policies and procedures. Opportunity will be provided for questions and discussions during this orientation. The Human Resources Department will schedule and conduct this orientation.

II. EMPLOYMENT PROCESS - CIVIL SERVICE

The City of Denton’s employment processes for the employment of civil service employees is governed by Chapter 143 of the Texas Local Government Code, the Local Rules of the City of Denton’s Civil Service Commission, and the Meet and Confer Agreements entered into between the City of Denton and the Denton Police Officers Association and the Denton Fire Fighters Association, IAFF Local 1291.