

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	Employment		
Section 01	Recruitment and Selection		
Revised By:	Nate Mara, City Manager	Revised Date:	October 13, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

02.01 Recruitment and Selection

The City hires employees based on their knowledge, skills and abilities, experience, and other qualifications as they relate to the duties and responsibilities of a position without regard to race, national origin, religion, color, sex, age, citizenship, political affiliation, disability, genetics, veteran’s status, or any other characteristic protected by state and federal law.

City residents shall be given preference for employment, if all other considerations are equal. It is the desire and intent of management to provide promotional opportunities for employees of the City by offering assistance to interested employees in developing career plans and making applicable training and educational opportunities available.

- A. **Recruitment Requirements.** The recruitment process is initiated by a Department Director submitting a written request to fill a vacancy of a budgeted position to the Director of Human Resources. After making a decision to hire, the department hiring an employee must submit the appropriate paperwork to the Director of Human Resources, along with the applicable Hiring Request form located on the City of Decatur website. The Director of Human Resources will extend offers for City employment upon receipt of the hiring recommendation and all related paperwork. The recruitment method for vacant director level positions may be determined by the City Manager or their designee on a case-by-case basis.

- B. **Applications.** Anyone seeking employment, promotion, or reemployment with the City must complete and submit an official City application for the position desired. Current City employees must complete a Transfer form located on the City of Decatur website. All information set forth on an application is subject to verification. Applications will normally be considered active until the vacancy is filled. Applications for employment will be reviewed and considered by the Director of Human Resources and forwarded to the supervisor for the vacant position. Applications submitted without solicitation will be retained for 6 months.

- C. **Hiring Process.** Applicants for employment shall be required to submit to an oral interview and may be required to submit to a post-offer physical examination, which includes drug and alcohol screening and a background check. Certain positions, such as public safety positions, may be required to submit to pre-employment testing and investigation.

- D. **Disqualification.** Applicants will be disqualified from consideration for one or more of the following:
- a. Failure to meet the minimum qualifications necessary for performance of the duties for the position;
 - b. The applicant previously worked for the City and was involuntarily terminated or resigned in lieu of termination;
 - c. Employment will result in a violation of the City's Nepotism Policy;
 - d. Failure to meet minimum age requirement depending on the department (for permanent, non-seasonal positions);
 - e. False statements or material omissions on the application form or during the application process;
 - f. Failing any of the City's background and employment requirements including, but not limited to, drug/alcohol testing and background check;
 - g. The applicant commits or attempts to commit a fraudulent act at any stage of the selection process;
 - h. The applicant is not legally permitted to work in the United States;
 - i. The applicant is unable to perform the essential functions of the job applied for with or without a reasonable accommodation.
 - j. Failure or refusal to enable multifactor authentication on a personal mobile device for accessing required city software or secure programs that would constitute a violation of city security protocols.