

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE C. RECRUITMENT AND PROMOTION

C-1. Definitions.

- (a) *Full-Time Employee* is one employed to work a normal work week of at least 40 hours on a regular and continuing basis. The work week is any consecutive seven day period, except as otherwise provided in Section E-1.
- (b) *Part-Time Employee* is one employed to work less than a normal work week on a regular and continuing basis, but no less than 1,000 hours in a calendar year.
- (c) *Seasonal and Temporary Employee* is one employed to work on a regular and/or recurring basis during a specific season or portion of a year.
- (d) *Volunteer* is non-paid individual, or an individual which may receive a stipend, in the position he or she holds. When regardless of other City Employment.

C-2. Recruitment. It shall be the policy of the City to provide fair and equal opportunity to all qualified persons to enter City employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin or ancestry.

C-3. Qualifications of Employment. All new applicants for any position with the City shall meet the minimum qualifications established for that position, *including a current and valid Commercial Drivers License (CDL), if required.* Each applicant shall complete a job application form.

Drug testing, may be required of applicants, but only after an offer of employment has been made, provided that, testing is required of all such applicants who are offered employment in similar positions or position classifications. *The City shall pay the cost of such testing.*

All new employees and new volunteer firemen, with the exception of employees of the Municipal Swimming Pool, shall be required to submit to a post job offer physical capacity test, by an occupational functional capacity testing facility, designated by the City of Clay Center. The City shall pay the cost of such testing. Such physical capacity test, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all new applicants who are offered employment in similar positions or position classifications. The offer of employment is contingent upon said applicant passing required exams and/or tests and must meet the minimum physical requirements for that position.

C-4. Training Period.

- (a) Each employee, following initial employment, shall undergo a training period of up to six months and one year for police officers, in order to achieve a minimum level of competency.
- (b) Each employee promoted to a classification with higher pay shall also undergo a training period in order to achieve minimal competency in the new position.

C-5. Promotion. All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of promotion is contingent upon applicant passing required tests.

C-6. Citizenship Verification. All employees initially hired after November 7, 1986, for any position with the City, shall complete an employment eligibility verification statement in compliance with the Federal immigration Reform and Control Act of 1986.