

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 22-2021**

**A RESOLUTION TO ADOPT A NEW HIRE POLICY FOR  
THE TOWN OF PALMER LAKE**

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

**WHEREAS**, the Town of Palmer Lake, Colorado, desires to hire qualified individuals for town staff positions; and

**WHEREAS**, the Town recognizes that proper procedures and practice of hiring provides consistent guidelines to treat all candidates in the same manner and outlines legal liabilities for the best interest of hiring and/or promoting staff for the Town.


**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:**


1. The Town Board of Trustees hereby adopts the New Hire Policy, attached as Exhibit A.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 25th DAY OF MARCH 2021.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

  
\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY:   
\_\_\_\_\_  
William Bass  
Mayor



## NEW HIRE POLICY

<b>ISSUE DATE:</b>	March 2021	<b>REVISION DATE:</b>	
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### I. PURPOSE

The Town recognizes that hiring the most qualified and best person for a position is a critical undertaking and Town employees are the most valuable resource.

This policy sets forth the guidelines to be utilized by supervisors throughout the hiring process and outlines the legal liabilities the Town may encounter if proper procedures and practices are not adhered to. The *hiring or selection process includes* any test or procedure utilized to measure an individual's job-related qualifications. The *"total selection process"* refers to the combined effect of all selection procedures leading to the final employment decision such as hiring or promoting. All applicants must be given an equal opportunity for employment. All qualified candidates for Town positions **must be treated in the same manner and given the same consideration** without regard to their traits that are protected by law.

### II. POLICY

**Necessary documents of the hiring process.** The following components form the foundation of the Town's hiring practice. The entire process should be documented. An organized file of the hire process will be created and maintained by the Town Administrator, or designee, for a period of at least one year from the date hiring action is taken.

Medical records will be maintained in a separate, confidential file. The employee personnel file may contain the following documents:

- Job description
- Application
- Resume
- Tests (if applicable)
- Criteria used for screening
- Interview questions
- Interview rating/matrix
- Response to reference call/questions
- Timeline of the process (if applicable)
- Filed work permits for minors (if applicable)
- Offer of employment letter
- The results of a medical or psychological exam, obtained *after* an offer of employment has been made – to be kept in the separate medical file.

### **Job Description**

The job description is the foundation for each new hire and provides significant evidence of the employee's job duties and expectations. The job description shall detail the essential duties, behavioral competencies, training, and education necessary to perform the job.

The job description will be reviewed prior to the start of recruitment for a position and essential functions should be delineated. Essential job functions will be identified by the Town Administrator with input from the Department Supervisor and are imperative to the position that a candidate or employee must be able to perform. In determining what functions are essential, the following factors are considered: (a) the employee is required to perform the essential job functions; (b) the reason the position exists is to perform the functions; (c) the number of others available to perform the functions; and (d) the degree of expertise and skill required to perform the functions.

### **Recruitment**

- a. **Scope.** Town Administration has the right to set qualifications and use any hiring methods as long as it does not utilize arbitrary, artificial, or discriminatory standards and practices that restrict the employment opportunities of protected groups and comply with Colorado's Equal Pay Law. Recruitment shall be as broad for a position as possible in order to obtain the most qualified applicants.
- b. **Prohibitions.** Recruitment shall not express a preference for applicants based on a protected class. Gender specific job titles shall be avoided, as well as advertisements that indicate a preference or limitation based on age or any status protected by federal, state, or local law.
- c. **Advertisements.** Language that is equally applicable to men and women shall be used in advertisements and the language used in the ad shall mirror language from the job description. All ads shall include the following statement: "The Town of Palmer Lake is an Equal Opportunity Employer."

### **Application Form**

Every applicant for a municipal position is required to complete a Town application. A resume may not be substituted for the application; however, one may be included with the application. Application instructions shall include language regarding reasonable accommodations.

### **The Selection Process**

- a. **Employment Testing.** The Town may utilize applicable exam(s): skill, knowledge, aptitude, or abilities as part of the selection process for a Town position, as well as promotional processes. Applicants shall be notified on the job posting as to what type of examination will be included as part of the selection process.

Exams may consist of one or a combination of tests suitable for assessing the knowledge, skills and abilities of applicants. The Town will utilize valid exams that are designed to measure skills, knowledge, aptitude or characteristics relevant to the performance of the job.

- b. **Interviewing.** Conducting a job interview requires preparation. The job description should be reviewed, considering the following: essential functions to be performed; requirements of work and appropriate skills; knowledge and abilities necessary to perform the job; behavioral factors; and elements of the Town work environment.

All questions must be motivated by job relevance and should be developed with the goal to obtain information necessary to find the best qualified person. Other questions that do not relate to the qualifications for a particular job are irrelevant and shall be avoided. *Note: If information is volunteered from the applicant that is not job related, interviewers should not ask follow-up questions.*

- c. **Background and Reference Checks.** The scope of background and reference check(s) conducted on an applicant will be dependent upon the position applied for and determined by the hiring manager(s) but shall be completed prior to the extension of a job offer.
- d. **Medical and Psychological Evaluations.** Medical and psychological evaluations (including testing for the presence of illegal drugs) may be required for specific Town positions and will be given to all entering employees in the same job category, regardless of disability, *after* a conditional job offer has been made. Physical agility tests are generally *not* considered medical examinations under the Americans with Disabilities Act (ADA).

#### **Offers of Employment**

A conditional offer of employment will be provided in writing for acceptance including the position type, wage, and planned start date. Upon acceptance, a Personnel Action Form will be completed to initiate new hire paperwork prior to the employee hire date.

#### **Requirements upon Hiring**

- a. **Employment Eligibility Verification.** The Employment Eligibility Verification form (Form I-9) must be completed by all newly hired employees to verify their identity and eligibility to work in the United States. Employees are considered hired as of the actual commencement of employment for wages. The employee must fill out Section 1 of the form and present documents establishing both identity and employment eligibility within three days of hire.
- b. **New Hire Paperwork.** All new hires must complete required Town paperwork within three days of the first day reporting to work, including direct deposit form, emergency contact form and, for eligible employees, benefits paperwork shall be completed within 30 days of the hire date.