

## **2 - EMPLOYMENT**

### **2.5 - Job Vacancies, Promotions, and Transfers**

Revised: December 2018

The City of Marshalltown's Civil Service Commission's Rules and the Civil Service Laws of the State of Iowa govern appointments of full-time regular employees except for the following:

#### **Positions Exempt from Civil Service**

1. The City Clerk, City Attorney, City Treasurer, and City Engineer.
2. The City Administrator.
3. The director and principal assistant of each department except Police and Fire and the manager of each division. (Police and Fire Captains are covered by Civil Service.)
4. Administrative and Executive secretaries (Office Managers).
5. Employees whose positions are funded by state or federal grants or other temporary revenues, unless the position is a regular position which will be maintained for at least one year after expiration of the grants or temporary revenues.

The City accepts employment applications only when there is a vacant position. Exceptions to this policy are:

- Interns (paid or unpaid)
- Temporary employees
- Work-study students or temporary employees of programs funded by outside agencies
- Temporary employees from employment agencies
- Part-time bus drivers (applications are accepted on a continuous basis)
- Police Reserves (applications are accepted on a continuous basis)

The intent of this policy is so that the City receives current applicant information when there are openings, to receive applications that meet the specific requirements of each position, and to avoid wasting applicants' time when jobs are not available.

Position openings are advertised locally and City employees may sign up for email notifications through the City website unless they are filled through promotion or transfer. Regional/national solicitations are conducted for positions in and above non-union pay grade 10 and any other Division Manager position.

Every candidate for employment must complete and sign the City's employment application form to be considered for hiring for any City position. Individuals who submit only a resume, e-mail, letter, or similar items are not considered applicants. Exceptions may be made for recruitments for specific positions such as City Administrator or Department Directors.

#### **PROMOTIONS AND TRANSFERS**

The City's Civil Service Commission rules and the Iowa Code govern promotions for positions covered by Civil Service.

Criteria used for considering promotions or transfers include but are not necessarily limited to the following:

- Has the physical capability to perform the work, either with or without reasonable accommodation.

- Meets or exceeds the minimum qualifications of the job description.
- Performs work in the manner required by the City.
- Cooperates with supervisors and observes the City's rules and regulations.
- Protects the City's property and interests.
- Reports for work promptly and regularly.
- Maintains harmonious relationships with co-workers.
- Has a positive attitude toward the City, toward advancement, and toward the assumption of additional responsibilities.

## RECRUITING FOR JOB VACANCIES

- Considerable hiring preference may be given to candidates who live within Marshalltown City Limits or who will become City Residents upon hire.
- Job vacancies for positions in or above non-union pay grade 10 and any other Division Manager position will be advertised for current City employees and the public at the same time. All applicants meeting the minimum qualifications of the position will be considered at the same time.
- Unless otherwise directed by a collective bargaining agreement or by Civil Service, job vacancies for full-time regular employment for non-union positions that are below grade 10 and are not Division Managers, and for full-time union positions will be posted for current employees in the division where the vacancy occurs for three working days. If no division exists the vacancy will be advertised within the department where the vacancy occurs for three working days. This step may be skipped if all employees who are eligible to apply indicate that they are not interested in applying for the vacancy.

The Director of the department where the vacancy occurs and the Human Resources Director will jointly determine what constitutes a division within a department.

The following determines what part-time regular employees in the division (or department if no division exists) may apply during the three-day period:

- Part-time regular employees working at least 75% of full-time must have been employed by the City at not less than 75% of full-time for the previous 12 months to be eligible to apply
- Part-time regular employees working at least 50% of full-time must have been employed by the City at not less than 50% of full-time for the previous 24 months to be eligible to apply.
- Part-time regular employees working at least 30% of full-time must have been employed by the City at not less than 30% of full-time for the previous 36 months to be eligible to apply.

If there are no applicants or if no applicant is selected, the vacancy will be publicly advertised. This advertising will include listing the position with the Iowa Workforce Development Center, and may include additional listings and/or advertisements.

Any regular employee outside the division (or department if no division exists) and any temporary City employee may apply when the position is publicly advertised, with the exception of an employee to whom paragraph D of the following Employee Transfers section applies.

D. When a college degree is listed as a minimum requirement under the *Acceptable Experience and*

*Training* section of a job description, two years of relevant on-the-job experience may be substituted for one year of education at the college or university level, provided there is not a law requiring the possession of such degree.

- E. If a part-time temporary position becomes a part-time regular position, the part-time temporary employee currently in the position will be given an opportunity to apply for and be considered before the position is advertised or posted **provided** that the part-time temporary employee has been employed in that position for at least six consecutive months. If that person is not selected for the part-time regular position his or her application may be considered again when applications are received from the general public.
- E. The City will hire the applicant it believes is the best match for a position. The City has sole discretion to fill any vacancy.

#### **EMPLOYEE TRANSFERS**

- A. An employee may apply for and be considered for transfer from one position to another vacant position provided the employee meets the minimum qualifications of the job.
- B. To transfer to another position the employee must submit the required application to the Human Resources Department when the vacancy is posted and within the designated time frame.
- C. If a current City employee is selected to transfer to a vacant position the timing of the transfer must be acceptable with both Department Directors.
- D. Because of the time and money invested in recruiting and training individuals for job vacancies, a regular employee will not be permitted to change positions more often than once in any 12 month period and will not be permitted to transfer to another position during the employee's first 12 months of employment with the City, except a part-time regular employee is permitted to apply for a transfer to a position with more hours of work. A change of positions is considered to have occurred when the employee actually assumes the duties and receives the rate of pay for a different position.

Compensation changes due to promotions, transfers, etc., are discussed in the Compensation/Classification section of this manual.