

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
**EMPLOYMENT – CIVILIAN CLASSIFIED
SERVICE**

Regulation No:
2.2

Effective Date:
June 1, 2012

Supersedes: November 14, 2011

I. HIRING STATEMENT

All civilian positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well qualified applicants for all vacancies and hiring decisions shall be based on selecting the best qualified persons available.

II. TYPES OF EMPLOYEES

- A. Classified Service: All Town employees except for the Town Manager, Town Clerk and Town Attorney.
- B. Sworn: All Police Department employees having police powers.
- C. Civilian: All employees except the Town Manager, Town Clerk, Town Attorney and those with police powers.

III. APPLICATIONS AND ANNOUNCEMENTS

- A. All employment applications must be submitted through the Town's online employment application center via NeoGov except for custodians, maintenance worker I and maintenance work II positions.
- B. All job announcements are posted on the Town's online employment application center through NeoGov. This announcement shall contain a brief statement of the type of position, salary range, and the general qualifications required of the applicants.
- C. An email will be sent to all Town employees with a link to the job announcement and advertisements are placed in appropriate media sources.
- D. With the activation of the online job announcement, all candidates in the NeoGov system who have completed an applicable job interest card are automatically notified of the opening and then have the opportunity to apply for that position.

IV. VACANCIES

- A. The hiring process begins with the applicable department completing the online position requisition in NeoGov. For those positions not currently in the NeoGov system, the department will submit to the Administrative Services Department a draft job description. Administrative Services is then responsible for processing and posting the new job description online.
- B. All employment opportunities that are grades 1 through 14 shall be subject to a competitive

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internal hiring process and/or a subsequent external hiring process. As part of the internal hiring process, employment opportunities that are grades 1 through 14 will be open to current employees only for five consecutive business days. If three or more qualified Town employees submit an application to the Director of Administrative Services before close of business on the fifth day, the interview process will begin with the qualified internal candidates. If there are not three qualified candidates or if further recruitment is deemed necessary by the Town Manager or his designee, the position will be open to the public. All positions grade 15 or higher will be an open (external, and internal concurrently) recruitment process.

- C. All applications received as a result of the internal and external announcements will be reviewed and evaluated on the basis of experience and training by the Director of Administrative Services. All vacancies will be filled in the manner that best serves the effective administration of the Town government, i.e., by promoting or transferring current Town employees, hiring new employees, or redistributing assigned duties and responsibilities. Final authority for filling vacancies rests with the Town Manager.

V. RECRUITMENT

- A. While it is the policy of the Town to recruit local persons, it is recognized that recruitment from outside the area to obtain well qualified people may be necessary. Accordingly, in recruiting for and filling positions of this type, the Town Manager may authorize payment of expenses of an applicant's trip for a personal interview, including but not limited to transportation, lodging and meals.

VI. SELECTION PROCESS

The Director of Administrative Services will review all applications received, screening out those who do not meet the minimum qualifications of the vacant position.

- A. References: As part of the selection procedures, former supervisors, employers (for a reasonable past period) and references provided by candidates on the standard application form shall be checked. References and other checks shall be documented and made part of the applicant's files. These checks shall be completed prior to an offer of employment and the information is to be handled as privileged information.
- B. Comprehensive Background Investigations: Applicants that have been found guilty of a felony or misdemeanor crime may be rendered unfit, in the judgment of the appointing authority, for a position of the class for which they are applying or for the Town service. Comprehensive investigations (to include criminal, driving, financial, and previous employment histories and other references as deemed advisable) may be conducted before a final decision is reached on certain

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appointments.

- C. **Disqualification:** The Director of Administrative Services may remove from further consideration the application of an applicant who:
1. Does not possess the minimum qualifications required for the position;
 2. Has established an unsatisfactory employment or personal record as evidenced by reference or other checks of such a nature as to demonstrate unsuitability for employment;
 3. Has made false statements of any material fact or practiced deception in his/her application;
 4. Is believed to be addicted to the habitual, excessive use of drugs or intoxicants; or
 5. Has individual interests which, financial or otherwise, directly or indirectly, conflict with those of the Town of Vienna.
- D. **Competitive Examination:** Where applicable, all appointments to the positions in the Town of Vienna shall be made according to merit and fitness to be ascertained as far as possible by open competitive examinations. These examinations may be assembled or unassembled and may include written, oral, physical, psychological or performance tests, or any combination of these. Education, experience, aptitude, knowledge, character and physical fitness shall be considered with weights assigned to each factor as may be deemed proper by the Director of Administrative Services.
- E. **Eligibility for Competitive Examinations:** Tests for original appointment shall be open to all applicants who meet the minimum qualifications required of a particular position. Advancement within the service shall be through promotional tests which shall be open to all permanent employees who meet the necessary requirements and who are serving in an appropriate class as determined by the Town Manager. Promotional examinations may be limited to a single department while vacancies in higher positions shall, as far as practicable, be filled by promotion from lower positions. The Town Manager may direct that such positions shall be filled by competitive tests open not only to members of the classified service but also to all other qualified persons. Any person scoring below 70% on any written examination shall be removed from further employment consideration.
- F. **Interviews:** Interviews may include any variation of individual and/or panel interviews with skill tests. Applicants may also be required to provide work samples.

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- G. Post-Screening Process: The Director of Administrative Services is responsible for assuring that all applicants who are removed from further consideration for the vacant position through the screening process are notified of such in writing.

If no qualified applicants are identified after one screening process is complete, the position may be re-advertised.

The Town Manager can, if he so desires, overrule the department's choice of recruitment. In addition, final authority for hiring all personnel rests with the Town Manager.

VII. HIRING OF RELATIVES

For all appointments, relatives of any employees of the Town of Vienna may not be hired for work in the same Division, be under the supervision of or under the supervisory chain of a relative. The term relative in this regard shall be interpreted to include spouses, children, parents, siblings, or grandparents, by blood, marriage or adoption; or any individual who has a child in common with the employee, whether or not the person and that individual have been married or have resided together at any time, or any individual who cohabits or who, within the previous 12 months, cohabitated with the employee and any children of either of them then residing in the same home with the employee.

VIII. HIRING OF INDIVIDUALS UNDER AGE 18

- A. The minimum age for employment with the Town of Vienna is 14 years. A work permit is required for all individuals under the age of 16.
- B. When school is in session, 14 and 15-year-olds will not be permitted to work more than 18 hours per week, nor more than three hours per day. When school is not in session, they may work up to 40 hours per week and 8 hours per day. Fourteen and fifteen-year-olds may not work before 7:00 a.m. or after 7:00 p.m. except from June 1 through Labor Day when they may work until 9:00 p.m. In addition, these employees may not work more than five hours continuously without receiving a 30-minute rest period.
- C. There are no hours or days of work restrictions on individuals 16-years-old or older.
- D. Written records must be maintained for all employees under the age of 16. The hiring department is required, at a minimum, to note the beginning and ending time of each workday as well as time given for rest periods. These records must be maintained by the department for three years.

IX. PHYSICAL STANDARDS

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- A. After a conditional offer of employment has been made to a job candidate and it has been accepted, a physical examination may be required.
- B. This exam, which may include illegal substance screening, shall be given by physicians designated by the Town. These examinations shall be passed prior to the date the applicant reports to duty. However, these examinations can be delayed until after the appointment, provided that the employment offer and appointment are made subject to passing satisfactorily the prescribed physical examination.
- C. Physicals and classifications for police officers are defined separately and are required as outlined under the Police Department's General Orders. All police officers are required to meet and maintain the Class A Physical Standards that are contained in the General Orders. Failure to do so will result in the disciplinary actions noted in the General Orders.
- D. At the discretion of the Town and at Town expense, other employees may be required to pass a physical examination at any time to ensure their continued fitness for duty.

X. APPOINTMENT OF EMPLOYEES

- A. Method of Appointment: All vacancies shall be filled by permanent appointment, temporary appointment, promotion, transfer, or demotion. Appointment to a vacancy in the classified service shall be recommended by the department head from the qualified candidates and submitted to the Administrative Services Director and the Town Manager for final action.
- B. Permanent Appointment: A permanent appointment indicates that the employee is to work for the Town on a continuing basis. Every permanent employee shall serve a probationary period after original appointment in accordance with the provisions of Section 2.6 of these Administrative Regulations. The status of the employee shall not be changed from probationary to permanent until a certification is made by the department head that the employee's services are satisfactory.
- C. Temporary Appointment: A temporary appointment indicates that the employee is to work for the Town for a period of less than one year. When an employee has one year in a temporary appointment, a personnel action form shall be submitted changing his/her status to a permanent appointment or separating him/her from service.
 - 1. When the appointment of an employee is changed from temporary to permanent, crediting of annual leave and sick leave becomes retroactive to the date of the original appointment, provided there has been no break in service.
 - 2. Temporary employees may be separated at any time within the one year appointment when

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their services are no longer required. This separation is not subject to the rules under Administration Regulation 2.7.

- D. Part-Time Positions: Employees appointed to part-time positions may receive permanent or temporary appointments as appropriate.

XI. RE-EMPLOYMENT

- A. Former full-time, permanent employees of the Town may be re-employed by the Town based on review and evaluation of their record of previous service with consideration through an advertised, competitive process. The position previously occupied and rate of pay at the time of separation may be taken into consideration on reappointment.
- B. Former employees who have been terminated from Town service for cause will not, under any circumstances, be considered for re-employment.
- C. Re-hired employees can earn annual leave at the same annual leave accumulation rates as on their date of separation.

XII. CHANGE OF ADDRESS OR TELEPHONE NUMBER

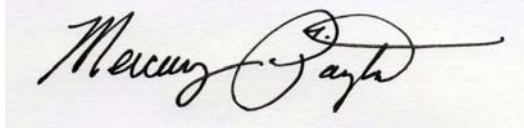
- A. Whenever an employee changes his/her telephone number and/or address, the employee must inform his/her supervisor within ten (10) days of that change.

XIII. APPLICABLE DOCUMENTS

None

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<i>Signature of Town Manager:</i>	<i>Date:</i>
	June 1, 2012