

## **Personnel Rule 4.2 - Classified Service Selection Process—External Applicants**

### **4.2.0 Authority**

City Charter, Article XVI, Section 4, Merit Principles

SMC 4.04.040 and subsequent revisions thereto, Administration

SMC 4.04.050 and subsequent revisions thereto, Rule-making Authority

SMC 4.04.150 and subsequent revisions thereto, Employee Selection

SMC 4.04.160 and subsequent revisions thereto, Veterans' Preference

SMC 4.04.290 and subsequent revisions thereto, Probation Periods

SMC 4.04.300 and subsequent revisions thereto, Trial Service Periods

SMC 4.04.310 and subsequent revisions thereto, Subsequent Appointments

SMC 4.14 and subsequent revisions thereto, Executive Recruiting

RCW 41.04.005 and subsequent revisions thereto, "Veteran" defined for certain purposes

RCW 41.04.007 and subsequent revisions thereto, "Veteran" defined for certain purposes

RCW 41.04.010 and subsequent revisions thereto, Veterans' scoring criteria status in examinations

### **4.2.1 Application of this Rule**

1. The provisions of this Rule apply to external applicants who seek regular appointment to positions in the classified service.
2. The provisions of this subchapter shall be applied to employees of the Seattle Municipal Court except where they conflict with any policy promulgated by the Court and/or General Court Rule 29.

### **4.2.2 Merit Principles**

- A. The Seattle Human Resources Director shall provide for the recruitment, selection, transfer and advancement of individuals based on their relative ability, knowledge and skills, without regard for political beliefs or activities.
- B. Recruitment and selection processes shall include the advertisement of employment opportunities and open consideration of applicants based on a job-related assessment of their qualifications.

### **4.2.3 Employment Advertisement**

- A. The appointing authority must submit all official classified service job advertising to the Seattle Human Resources Director for approval.
- B. Notice of all classified service employment opportunities must be published in the OFA even if posted externally, unless the Seattle Human Resources Director waives OFA publication.
- C. Published descriptions of the level, nature and complexity of duties assigned to a classified service position and the minimum qualifications required to perform them must be consistent with the adopted classification specification or, in the absence of a classification specification, with a documented description of the position. A statement of desired qualifications may be included to more closely reflect the job-related requirements of the specific position and the business needs of the hiring department.

### **4.2.4 External Applicants**

- A. External applicants shall apply directly to the employing unit in the format specified in the job advertisement or posting

### **4.2.5 Recruiting of External Applicants**

- A. When it is necessary to recruit outside regional labor markets, the appointing authority may authorize payment of reasonable and necessary expenses related to an applicant's travel to and from Seattle to participate in an interview process.
  - 1. The appointing authority must file and the Director of Finance and Administrative Services must approve a claim for payment or reimbursement of travel expenses.
  - 2. Authorized travel expenses include lodging, meals, incidental and round-trip transportation from the applicant's home to Seattle and back. Applicants who drive their personal vehicles may be reimbursed at the rate set by the Seattle Human Resources Director for mileage reimbursement. However, payment for mileage cannot exceed the round-trip airfare of a common carrier for the same trip.
- B. Positions that are eligible for travel expense consideration are:
  - 1. Positions paid at salary range 400 and above, or at or above the equivalent of the top step of range 400 when no range is specified;
  - 2. Positions under salary range 400 but over salary range 300, for which the employing unit cannot successfully recruit in the local employment area because of the scarcity of persons possessing the position qualifications; and
  - 3. All positions assigned to the Accountability Pay for Executives, Manager, and Strategic Advisor Compensation Programs, regardless of pay level.

### **4.2.6 Selection Process**

- A. To ensure that selection processes are conducted in a fair and reasonable manner, each employing unit will provide a copy of its current selection procedures to the Seattle Human Resources Director. The appointing authority must file revisions to its selection procedures with the Seattle Human Resources Director within 30 days of adoption by the employing unit.
- B. The employing unit will evaluate application materials from external applicants in order to determine which applicants are best-qualified to proceed to the next phase of the selection process. Assessment of external applicants may occur concurrently with or subsequent to the assessment of internal applicants.
- C. The employing unit may develop and administer any job-related skills tests and interviews that the appointing authority or their designated management representative deems necessary. All available information related to the suitability of the applicant for the job will be used to evaluate each applicant.

#### **4.2.7 Final Selection**

- A. The Seattle Human Resources Director will conduct qualifications audits of all applicants identified by the employing unit as finalists for a job. The audit will include a comparison of the finalist's or finalists' qualifications with those advertised for the job. No job offer will be made to any finalist for a job vacancy until the Seattle Human Resources Director has approved a qualifications audit.
- B. The employing unit shall make a provisional job offer to the position finalist contingent upon passing a pre-employment physical, criminal background check consistent with Personnel Rule 10.3, and/or drug test if required for the position. The position finalist must demonstrate authorization to work in the United States prior to commencing work.
- C. No individual shall apply inappropriate pressure to influence the outcome of a selection process.
- D. If the employing unit's selection process includes a competitive examination, veterans' preference shall be added to the passing mark or grade, based upon a possible perfect mark or grade of 100 points, as required by RCW 41.04.010, as follows:
  - 1. 10% to a veteran who served during a period of war or in an armed conflict and does not receive military retirement;
  - 2. 5% to a veteran who did not serve during a period of war or in an armed conflict, or who receives military retirement.

Eligible veterans may only claim veterans' preference to their first appointment.

#### **4.2.8 Re-Employment of Former City Employees**

- A. Employees whose most recent period of City employment ended in a layoff are eligible for reinstatement to the same classification or budget title within 12 months of such layoff. An individual whose layoff occurred longer than 12 months before their re-employment shall be considered an external applicant as provided in Rule 4.2.8 (B).

1. The Seattle Human Resources Director shall provide the names of individuals who are eligible for reinstatement to the appointing authority of any employing unit who has a vacancy in that classification or budget title. Pursuant to Personnel Rule 6.2.9.A, the appointing authority may refuse to hire from the reinstatement list only upon stating a reason therefor to the Seattle Human Resources Director.
  2. An individual who is reinstated from layoff shall have the same status as they held prior to layoff, with credit given toward time already served if such status is probationary or trial service. The employee shall be placed at the same step in the salary range as they had attained prior to layoff, and credit will be given for prior service for purposes of salary step progression. Any unused sick leave balance shall be restored, and the vacation accrual rate and hours worked for purposes of determining number of floating holidays shall be the same as when the employee was laid off.
- B. A former City employee who resigned or quit City employment may apply and be considered for employment as an external applicant. The former employee's vacation accrual rate and hours worked for purposes of determining number of floating holidays will reflect prior service; otherwise, an individual re-employed under this Rule shall be treated the same as a new hire.
- C. A former City employee who agreed to resign or retire from City service in lieu of termination may apply and be considered for rehire as an external applicant unless the Seattle Human Resources Director determined at the time of separation that the employee's alleged misconduct was of such a serious nature that returning to City employment is not appropriate, or unless the employee agreed to waive their rehire eligibility.
- D. A former City employee who took a service retirement from City employment may apply and be considered for employment as provided by Rule 4.2.8 (B). The amount of such employee's monthly pension payment may be affected by re-employment with the City, or such employee may be subject to limitations on the number of hours they are permitted to work.
- E. A former City employee who was terminated for cause may apply and be considered for rehire as an external applicant only with the approval of the hiring appointing authority and the concurrence of the Seattle Human Resources Director.
- F. A former City employee whose termination was a probationary dismissal may apply and be considered for rehire as an external applicant only with the approval of the hiring appointing authority.

#### **4.2.9 Moving Expenses**

- A. The appointing authority may authorize, upon the approval of the Seattle Human Resources Director, moving expenses for individuals who must relocate to Seattle in order to accept an offer of employment with the City as:

1. Positions identified in the Salary Ordinance (Ordinance 97330, as amended) by salary range 400 and above, or a salary equivalent to or higher than the top step of range 400 when no range is given, or
  2. Positions under salary range 400, or the equivalent thereto, for which the employing unit was unable to recruit persons in the immediate employment area who possess the unique skills, expertise and/or educational qualifications therefore, or
  3. Positions assigned to the Accountability Pay for Executives Program, the Manager Compensation Program, or the Strategic Advisor Compensation Program, that do not otherwise meet any of the eligibility criteria in this section.
- B. The appointing authority and the employee for whom moving expenses have been authorized must stipulate in writing that, if the individual leaves the employing unit which paid the moving expenses within 12 months of initial appointment, such individual shall reimburse this employing unit for such expenses. In the event the employee moves from one City department to another within 12 months, the City department that makes the subsequent job offer may instead make the reimbursement payment to the City department that paid the moving expenses.
- C. An individual's new job with the City must be at least 50 miles farther from their place of residence than their former job to qualify for moving expenses.
- D. Moving expenses include the cost of transportation to Seattle to find housing; food and lodging expenses for up to five days while engaged in the search for housing; and the cost of transporting the employee and the employee's family and household goods and personal effects to Seattle. Payment or reimbursement of moving expenses may not exceed the authorized maximum rate set by the Seattle Human Resources Director in January of each year.

#### **4.2.10 Probation**

- A. Upon initial appointment to a position in the classified service, an employee must complete a 12-month probationary period.