



## **Hiring Process**

### **Merit Plan Positions:**

When a vacancy occurs, or knowledge of a vacancy is known, generally the position is posted internally and externally. It is the intent of the City of Claremont to fill vacancies with the most qualified candidate. It is also the intent of the City to promote from within if the employee is determined to be qualified for the position in which he/she is applying for. Usually job openings are advertised in the local newspapers as well as listed on our website (link). In all cases the City Manager has the final approval in filling all vacancies.

### **Union Positions:**

Union positions have specific guidelines that must be adhered to when a vacancy occurs. The governing contract is referred to in each collective bargaining unit prior to each and every job posting. Generally, the union in which the vacancy occurs along with other collective bargaining units within the City has the first opportunity in which to apply for the vacant position. If an internal candidate is not hired, it is posted externally. The City of Claremont only accepts applications and/or resumes for current jobs that are posted due to the strict guidelines of the collective bargaining units. It is the policy of the City of Claremont to maintain all applications and resumes submitted for each job posting for three years. If the same position reopens within that time, the City reviews applications and resumes that are on file. The City may also elect to advertise simultaneously.

All applications and resumes are submitted to the Human Resources Coordinator located in City Hall. It is the Human Resources Coordinator's responsibility to coordinate the hiring processes and procedures for each City department. It is the intent of the City of Claremont to insure compliance with the requirements of the Civil Rights Act and Americans with Disabilities Act Amendments Act. It is our policy to recruit, employ, train and promote people without regard to race, color, religion, sex, national origin or physical condition. The City also doesn't retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The City also provides reasonable accommodations to applicants' and employees sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the City's business.

The City of Claremont is an Equal Opportunity Employer.

All offers of employment are conditional pending the successfully completion of preemployment conditions including a drug screen, criminal background check, and a preemployment physical. If a driver's license is required, then a good/clean driver's record is needed. Employees must successfully complete a probationary period the length of the probationary period is determined by Contracts/Agreements.