

PASSED 10-9-19

ORDINANCE NO. 3-2019

**AN ORDINANCE ESTABLISHING A
HIRING POLICY FOR ALL VILLAGE DEPARTMENTS**

WHEREAS, Council for the Village of Marblehead desires to create a consistent, formal policy for all head of departments to use when hiring employees; and

WHEREAS, Council for the Village of Marblehead desires for this policy to be used by all departments to hire employees; and

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MARBLEHEAD, OTTAWA COUNTY, OHIO AS FOLLOWS:

Section 1.

The Council of the Village of Marblehead adopts the policy attached hereto as Exhibit A as the hiring policy.

Section 2.

All departments of the Village shall use the procedure contained in the policy attached as Exhibit A when hiring employees.

Section 3.

This Council hereby finds and determines that all formal actions relative to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of Council, and of its committees, which result in formal action, were taken in full compliance with the applicable legal requirements.

Approved: OCTOBER 9, 2019



Jacqueline A. Bird, Mayor

Attest:



Rhonda Botti Sowers, Fiscal Officer

Dated: October 9, 2019

1st Reading Sept. 11, 2019 2nd Reading Sept. 25, 2019 3rd Reading Oct. 9, 2019

Passed: yes x no ___ Vote: yea 5 nay 0 Immediate effect: yes ___ no x

EXHIBIT A

Village of Marblehead Hiring Policy

Before any Village Department hires an employee, the following procedure shall be followed:

- 1.) Once the supervisor of the hiring department is given approval by their governing body to fill a position, the Fiscal Officer and the supervisor will ensure the job description is current and the position to be filled exists in the pay ordinance.
- 2.) The Fiscal Officer shall solely advertise the open position in a publication, website or other media, or combination of these, most likely to attract qualified applicants. The publication, website or other media should be determined by the supervisor of the hiring department and provided to the Fiscal Officer with additional input/suggestions from the Fiscal Officer and the supervisor's governing body.
- 3.) All applications responsive to the advertisement for employment sent to the Village shall be submitted to the Fiscal Office where a file will be kept regardless of the department.
- 4.) The Supervisor of the Department that is hiring shall have access to the responses to the advertisement for employment at any time and must obtain a complete copy of the file within 5 business day after the period to respond to the advertisement for employment has expired.
- 5.) The Supervisor of the Department that is hiring will review all applications and select the most qualified applicants to interview.
- 6.) The Supervisor of the Department that is hiring will prepare a list of job specific questions to be asked of all interviewees and shall be the Supervisor who conducts the interviews. A standard base list of general questions held by the Fiscal Office may also be included and used in this interview process.
- 7.) The Fiscal Officer will provide a current Benefit Fact Sheet to the Interviewing Supervisor that lists all employee benefits, such as available health insurance, an overview of vacation time, sick time, overtime and when the benefits would be available for the applicant should they be hired and any other important benefit information.
- 8.) The Interviewing Supervisor will arrange for the time and date of the interviews for all applicants selected in paragraph 5.
- 9.) The Interviewing Supervisor may conduct the interview in executive session of a properly noticed meeting of the Village Council or the Board of Public Affairs. If the interviews are not held in executive session of a properly noticed meeting of the Village Council or the Board of Public Affairs, the Direct Supervisor shall

consult their governing group to determine if a councilmember, the Mayor or one Board of Public Affairs member should participate in the Interview. No more than one person from an elected body will be permitted to participate in interviews outside of an Executive Session to ensure compliance with the Ohio Open Meeting Laws. The interviewing for Department Head or Administrative Positions will fall under the jurisdiction of the Mayor or President of the Board of Public Affairs depending on the position. The Mayor or President may deem council, committee or board participation in the interview process and will follow compliance with the Ohio Open Meetings Laws.

- 10.) At the interview, the Interviewing Supervisor and any other properly authorized Village representative shall conduct the interview with the universal questions established in paragraph 6 and make notes pertaining to each interview. The Interviewing Supervisor shall explain the job description, hours the applicant would be expected to work and the Chain of Command to the applicant. The Interviewing Supervisor will provide a copy of the Benefit Fact Sheet and review the Benefit Fact Sheet with the applicant. The Interviewing Supervisor and any other person authorized to participate in the interview will answer any questions of the Interviewee.
- 11.) Upon conclusion of all Interviews, unless there are no qualified applicants or more interviews are needed, the Supervisor of the Department that is hiring shall make a recommendation to their governing board as to the most qualified applicant for the position.
- 12.) Once a decision is made and position offered, the potential new hire will report to the Fiscal Office for the execution of any and all paperwork prior to their start date and given instructions as to any other pre-hire requirements such as a physical examination, drug test, background check, etc. The new hire shall be given an Employee Handbook, sign an acknowledgement that the new hire has received that copy and informed of their official start date for employment.
- 13.) If no applicant is appropriate, the Direct Supervisor will contact the Fiscal Office and the above process will be repeated until the position is filled.