



ADMINISTRATIVE REGULATION

Effective Date: August 27, 1990

Administrative Regulation: 1-10

Revision Date: September 29, 2017

Supersedes: July 1, 2001

Approved By: William H. Ashton

SUBJECT: Centralized Hiring Procedure

I. Purpose

The purpose of this Administrative Regulation is to consolidate the hiring practices of the various Town departments through one centralized location to achieve greater efficiency and equity in the processing of candidates for employment with the Town of Herndon.

II. Administration of the Program

The Human Resources Office shall be responsible for hiring for Town positions as authorized by the approved budget.

Following the receipt of a completed Recruitment Request Form, as approved by the appropriate department head, the Human Resources department shall be responsible for preparing job ads, with participation from the hiring manager for review and updating of the relevant job description. Costs for advertisements shall be approved by and charged to the Human Resources Office.

All resumes and applications shall be received by the Human Resources Office and retained for three years. After six months however, applications will no longer be considered current. An application for employment is required of all candidates before hire. In scenarios when the candidate is a returning employee who has been gone less than six (6) months, the Human Resources Director may waive the requirement. The Human Resources Office shall screen resumes and applications received and forward the best-qualified candidates to the appropriate department. If a department requests to see all qualified resumes and applications, they will then be forwarded.

The department head or hiring manager shall select from the applicants, a reasonable number of individuals to be interviewed. Departments are responsible for scheduling their own interviews, unless Human Resources makes an exception. Questions about benefits should be addressed to the Human Resources Office or referred to the town's website. A town employee applying for another position should notify their supervisor of their intent to apply. HR may also notify the supervisor if an employee applies, unless a special exception is made.

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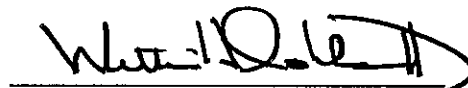
The hiring manager must complete an Applicant Selection Form when a recommendation for selection is made. Once received, the Human Resources Office shall extend an offer of employment pending Director of Human Resources approval. Upon approval, the hiring manager may give a verbal offer to the candidate. The Human Resources Office shall then notify the department of the applicant's selection or rejection of the employment offer along with the starting date of employment. Applicants not selected may be notified by the Human Resources office. Background checks are completed on all incoming employees, regardless of previous employment. It shall be arranged and administered by the Human Resources Office. Except in extreme instances as approved by the Director of Human Resources, background checks must be completed and satisfactory prior to starting employment.

A false or incomplete answer on the employment application may be grounds for non-employment or dismissal. Other criteria are grounds for denial of public safety positions.

New employees must report to the Human Resources Office to attend an orientation and to complete all necessary paperwork. Appropriate tax forms should be completed prior to the employee's being placed on payroll.

Under the Immigration Reform and Control Act of 1986, new employees must complete the required Employment Eligibility Verification (Form I-9) and show evidence of identity and employment eligibility and must do so within the three business days after the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within the three business days, they must present a receipt for the application of the documents(s) within the three business days and the actual document(s) within ninety days. Failure to present required documents within the mandated time limits may be grounds for dismissal.

The Town of Herndon participated in the federal employment verification program. eVerify. All new hires will be submitted through the eVerify system to ensure eligibility to work in the United States. The town does not sponsor employment visas.



William H. Ashton II
Town Manager