

YPSILANTI COMMUNITY UTILITIES AUTHORITY PERSONNEL POLICY

HIRING

It is the policy of the Ypsilanti Community Utilities Authority to hire the most qualified individual without regard to race, color, religion, age, gender, pregnancy, national origin, disability, height, weight, marital status, military status, sexual orientation, or any other characteristic protected by law. Therefore, YCUA has established a hiring policy that is composed of both internal and external hiring procedures. The internal hiring procedure has been developed to correspond with the collective bargaining agreements of AFSCME Local 3451 and TEAMSTERS Local 214. The external hiring procedure has been developed to stipulate the procedures for filling positions outside the bargaining groups and to fill positions within the bargaining groups when they cannot be filled using the internal hiring procedures. The objectives of this policy are:

- Provide high quality candidates with long-term employment potential.
- Provide a fair selection system.
- Provide for a system that is not cumbersome to administer.
- Provide a process to assure persons selected will be able to effectively work within the Authority's environment.

INTERNAL HIRING PROCEDURE:

When it is determined that a bargaining unit position is "open" due to promotion, transfer, retirement, or termination, YCUA's Human Resources Department will post the opening. The posting will contain the following information:

- * The classification of the open position
- * The department of the open position
- * A copy of the job description that includes all requirements, including testing requirements
- * Any special conditions

The posting will be sent to all departments and the applicable Union steward, and will be posted for five working days. Anyone who meets the requirements of the posting and is interested in applying for the position must complete the "Application for Internal Posting Form" and submit it to the employee's immediate supervisor. **No other form of application will be accepted. Failure to complete the application properly will disqualify the applicant for consideration.**

AFSCME:

When the posting is closed, all applicants will be reviewed to determine if they meet the requirements of the position. If testing is required, all eligible applicants will be notified of the time, date, and location of the testing. Once the testing is completed, the most senior AFSCME employee who passes the test and meets the minimum qualifications will be awarded the job. When a test is not required, then the most senior employee who meets the minimum qualifications will be awarded the job.

TEAMSTERS:

When the posting is closed, all applications received will be reviewed to determine if the minimum requirements for the position have been met. Those meeting the minimum

requirements will be considered for an interview. Those employees meeting the minimum requirements of knowledge, skills, and abilities will be considered first; however, management reserves the right to make the final hiring decision including recruitment from outside the organization for candidates.

LAID OFF EMPLOYEES:

Recall rights of laid off employees are outlined in each labor agreement. If an open position is not filled by an active employee, employees on lay off status will be offered the position as outlined in the respective collective bargaining agreement.

If the position is not filled by a recalled employee, all former employees who have been laid off and who no longer have a contractual right to recall will be contacted by the Human Resources Department by telephone and in writing and informed of the open position. Those who would like to be considered for the open position will need to complete an updated YCUA employment application if they do not already have an application on file within the past 12 months. The open position will be filled from this pool of applicants, who meet the minimum qualifications of the position, based upon consideration of past positions held at the Authority, certifications and licenses, and applicable skills.

EXTERNAL HIRING PROCEDURE:

All external applicants for positions with YCUA must complete and sign a YCUA application in order to be considered for employment. Applications will be accepted throughout the year.

When a position becomes open, it will first be posted internally in accordance with the applicable collective bargaining agreement. In the event there are no interested, qualified, internal candidates, laid off employees with recall rights, or interested, qualified formerly laid off employees, recruitment for applicants from outside the organization will take place. In the case of entry-level positions where there is typically no interest by internal candidates due to the position classification, external recruitment may take place prior to or at the same time as internal posting in an effort to expedite filling the position. However, if an internal candidate applies for the entry-level position, their rights for the position will override external applicants, in accordance with the contract.

Recruitment methods may include placement of classified advertisements and notices with local newspapers, the local NAACP, the local communities of the City of Ypsilanti and the Charter Township of Ypsilanti, the local Michigan Works office, and the YCUA website. Note, based on the level of the open position, recruitment methods may include additional mediums (i.e. trade journals, industry publications, association member lists).

Active recruitment will occur for open positions. The following factors will be considered in determining the extent of active recruitment: length of time since the last recruitment effort occurred for the same position; the number of current, qualified applications on file for the open position, and the level of the position. If 6 or more months have lapsed since active recruitment for a position has occurred, and a new opening occurs, recruitment methods as outlined above will be implemented.

All applications will be reviewed and screened by the Director of Administrative Services for minimum qualifications, as outlined in the job description.

Testing: Testing will occur (if required for that position) as soon as possible after the closing date listed in the position notice. The Director of Administrative Services will screen all applications received in response to an advertisement for an open position, as well as the unsolicited applications received within the past year. Those applicants who meet the minimum position qualifications and have passed additional screening by the Director of Administrative Services based on the following factors: work history; education; applicable skills; certifications and licenses; and recommendations, will be offered the opportunity to take the test applicable to the open position. Applicants not meeting minimum qualifications will be sent a letter indicating such. Any applicant who does not pass the test will be informed via mail of those results. It will be incumbent upon those applicants to inform the Human Resources Department of their desire to test again, the next time the test is administered. This expectation will be explained in the letter sent to them. Applications will be active for one year.

During the process of filling an open position, solicited applicants (those responding to a specific notice of an open position) who do not meet minimum qualifications will be informed via a letter from the Director of Administrative Services. Others will be informed of the testing date, time and locations. Those who do not pass the test will be informed in writing. Based on the number of qualified applications, test scores, and a review of the factors listed above, a minimum of 4 applicants will be selected to be interviewed. Interviews will be conducted consistently among candidates. The Director of Administrative Services will select the candidate to be hired. For positions reporting directly to the Director of YCUA, final selection will be determined by consensus of the Director and the Director of Administrative Services.

All applications will be consistently considered and screened as outlined above. As YCUA was formed by the Charter Township of Ypsilanti (Township) and the City of Ypsilanti (City), and those two organizations remain the designated constituent municipalities, preference will be given to residents of the Township and City in the following manner. In the event that two interviewed applicants are deemed equally qualified, preference will be given to the applicant who resides in one of the two constituent municipalities.

Prior to any offer, previous employment references will be checked. All employment offers will be contingent upon YCUA, or its agent, conducting and receiving favorable results from a physical exam and drug test, as well as a background investigation, including criminal and driving records. Applicants will sign appropriate release forms prior to any reference checks or background investigations commencing.

All applicants considered during a selection process will receive a written response from YCUA regarding the status of their application (i.e. they did not meet minimum qualifications; they did not pass the test; their qualifications do not meet our needs at this time, etc.) The letter will remind them that their application will be active for one year.

December 20, 2011