

RESOLUTION NO. 2018-001

A resolution establishing hiring procedures.

Be it resolved by the City of Arma, Kansas, by and through its City Council, the following shall be established as the hiring procedure for the City of Arma, Kansas, for all future full-time hires who qualify for city benefits.

1. All positions for full-time hire who qualify for city benefits or appointment, whether to a vacant position or a newly established position, shall require at least two weeks notice of the vacancy and shall be published in the official city newspaper before a person is hired or appointed.
2. Preference shall be given to any persons residing within the city limits of the City of Arma, Kansas, who holds qualifications necessary to meet the position being advertised.
3. All persons hired by the City of Arma as new hires or appointments shall be placed on a ninety (90) day probation period before their employment shall be deemed to be permanent. At the conclusion of the ninety (90) day probation period the supervisor of the new hire shall make recommendation as to whether that person shall be retained or terminated.
4. All new hires shall be required to comply with the residency requirements as previously established by the City Council of the City of Arma, Kansas. The City Council of the City of Arma, Kansas, reserves the right to waive those residency requirements as may be necessary on a case by case method.
5. When applications for a position are received all City Council members of the City of Arma, Kansas shall receive a copy of all applications. Following the closing date for applications City Council members of the City of Arma, Kansas shall hold a work session to select applicants to be interviewed. Interviewers shall include one or more City Council members of the City of Arma, Kansas, the mayor of the City of Arma, Kansas, and the department head of the City of Arma, Kansas.
6. The City Council of the City of Arma, Kansas, shall make the final determination as to all hires for the City of Arma, Kansas. It shall require a majority vote by the City Council to determine who the new hire will be.

7. In the event of an emergency which would require a position to be filled immediately without the publication, the City Council of the City of Arma, Kansas reserves the right to waive the publication requirement on a case by case basis, but all full-time hires shall be done by the City Council of the City of Arma, Kansas, as described in number 5 above, based upon a majority vote.
8. Seasonal employees or part time employees must be approved by the City Council after recommendation by the department head. The requirement to advertise the position shall not apply.

Be it resolved by the City Council of the City of Arma, Kansas that the hiring practice as set forth hereinabove shall be the procedures adopted by the City of Arma, Kansas hereinafter until further modified or amended.

Passed and resolved by the City Council of the City of Arma, Kansas this _____ day of April.

Rock Anderson, Mayor

ATTEST:

Bette Lessen, City Clerk