



## PERSONNEL POLICY: Hiring

Dedicated to Providing Top Quality, Cost Effective, and  
Environmentally Safe Water and Wastewater Services to Our Customers  
Updated: 1/30/2017

It is the policy of the Ypsilanti Community Utilities Authority (“YCUA”) to hire the most qualified individual without regard to race, color, religion, age, sex (including pregnancy, childbirth, and related medical conditions), national origin, disability, genetic information (GINA), height, weight, marital status, veteran status, sexual orientation, gender identity, or any other characteristic protected by state and federal laws. YCUA is an Equal Opportunity Employer. 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 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 “Internal Job Posting Form” found on the intranet and submit to the Human Resources Department. 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.

**LAI D 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 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 the YCUA application online at [www.ycua.org](http://www.ycua.org) in order to be considered for employment. Hard copy applications will not be accepted. All applicants will receive an electronic confirmation of their complete online application. YCUA will accept applications/resumes when a specific online job advertisement is posted on the YCUA website. Unsolicited applications will not be accepted or considered.

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, the YCUA website, and some job posting boards (i.e. Monster, MLive, Indeed, etc.). 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 or when YCUA anticipates a future opening. 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 one year has 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 Human Resource Director or HR designee for minimum qualifications, as outlined in the job description.

Testing: Testing will occur (if required for that position) at a time and place as determined by YCUA. The Human Resource Director or HR designee will screen all applications received in response to an advertisement for an open position. Those applicants who meet the minimum position qualifications and have passed additional screening by the Director of YCUA, Hiring Director, and Human Resource Director or HR designee 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 and passing test results will be active for one year from the date of application. YCUA may require an applicant to complete a new entrance exam if a new test is selected by YCUA.

During the process of filling an open position, applicants—who do not meet minimum qualifications will be informed via a letter from the Human Resources Department. 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 applicants, test scores, and a review of the factors listed in the paragraph above, a small group of applicants will be selected to be interviewed. Interviews will be conducted consistently among candidates. The interview team will select the candidate to be hired with final approval from the Director of YCUA and Human Resource Director.

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 as provided by applicants. 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 to include criminal and driving records (applicant will sign appropriate release form). All applicants considered during the 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 remain active for one year.

Residency: Employees of YCUA are required to maintain residency within 90 calendar days of the date of hire. Residency is defined to be within 20-miles of the outer border of any community within the Authority's service area. This policy has been established to ensure employees are able to respond to emergencies in sufficient time to address service issues to our customers.