



RESOLUTION 18-06-12

A RESOLUTION AMENDING THE EXISTING PERSONNEL MANUAL FOR THE TOWN OF LAKE LURE

WHEREAS, the Personnel Manual of the Town of Lake Lure was adopted November, 2001, and has been subsequently amended from time to time; and

WHEREAS, the Personnel Manual shall apply to conditions of employment of the employees of the Town of Lake Lure; and

WHEREAS, updates have been recommended to the Manual in order to remain consistent with changes to reflect best personnel practices in NC local governments and state agencies; and

NOW, THEREFORE BE IT RESOLVED, the Town of Lake Lure Personnel Manual be amended as follows:

****Note**** strikeouts for deletions and underline for additions.

ARTICLE III. RECRUITMENT AND EMPLOYMENT

Section 1. Statement of Equal Employment Opportunity Policy

The Town fosters, maintains, and promotes equal employment opportunity and, to that end, the Town shall recruit, screen, appoint, and promote employees on the basis of job related experience, the candidates' qualifications, job related skills, the quality of past performance and the candidates general suitability to perform the required work, without regard to political affiliation, age, sex, race, color, religion, national origin, non-job related disability or veteran status. The Town of Lake Lure will make reasonable accommodations to the known physical or mental impairments of otherwise qualified individuals, unless the result would create an undue hardship on the Town. Throughout its recruitment and employment efforts the Town will do whatever is required and legally permissible to maintain a "drug free workplace".

Section 2. Implementation of EEO Policy

All personnel responsible for recruitment and employment shall continue to review regularly the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable performance-related job requirements is being actively observed

to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, national origin, non-job related disability, or veteran status. Notices with regard to equal employment matters shall be posted in conspicuous places on Town government premises in places where notices are customarily posted.

Section 3. Recruitment and Residence Requirements

Each Department Head shall be responsible for assisting the Town Manager in recruiting employees for vacancies in their respective departments. It is the Town's policy to create career opportunities for its employees when possible. Therefore, the Town shall first advertise vacancies internally for a period of five 5 calendar days. Upon determining that internal recruitment has been exhausted, All opportunities for employment shall be publicized externally, including applicable salary ranges and employment minimum qualifications for a period of seven 7 calendar days. Notice of vacancies shall be posted at designated conspicuous sites within Town buildings, Town website, Division of Employment Security and other places determined to be appropriate to ensure the greatest effectiveness in recruiting interested and qualified candidates.

1. Candidates for employment shall be recruited from a geographic area as wide as is necessary to insure that well qualified applicants are obtained for Town service. Appointments shall not be limited to residents of the Town of Lake Lure or Rutherford County. In cases where residents and nonresidents are equally qualified, the local resident shall receive first consideration.
2. It is desirable for all employees to reside within the Town limits or reasonable commuting distance.

Section 4. Job Announcements

Employment announcements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding non-discrimination in employment matters. ~~Each vacancy.~~ Externally publicized vacancies shall be advertised for a minimum of seven 7 calendar days.

Section 5. Application for Employment

All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment during the period a vacant position is advertised. ~~Equal consideration shall be given to promoting from within for each job vacancy.~~ Employment applications must contain the name of the position for which it is being submitted and the application will only be considered for that specific vacancy announcement. Applicants for employment must complete and submit a separate application for each advertised vacancy.

Section 6. Assurance of Equal Employment Opportunity

The Town Manager shall establish a system of maintaining up-to-date records that reflect the Town's efforts in equal employment opportunity. Such records shall include data necessary to accomplish required reports under the provisions of the Equal Employment Opportunity Act of 1972. Applications shall be kept in a reserve file for 2 years, in accordance with Equal Employment Opportunity Commission guidelines.

Section 7. Qualification Standards

1. Employment Standards: Employees shall meet the employment standards established by the position classification plan including the knowledge, skills and abilities and other reasonable, job-related background and physical requirements of as may be established by the Town Manager with the advice and recommendation of Department Heads.
2. Medical Requirements: The Town may condition an offer of employment on the result of a medical examination, including a drug test, required post-offer, and before the applicant begins employment duties, if all entering employees in the same job category are subjected to the same such examination. However, if the applicant's medical examination reveals a disability, the Town may not refuse to hire the applicant if the disability can be reasonably accommodated.
3. Citizenship Proof: The Town shall comply with E-Verify and all employees are required to furnish proof of citizenship or other required documents indicating a legal right to work in the United States. Copies of the completed form I-9 shall be a permanent part of their personnel file.
4. Selective Service Registration: Males between the ages of 18 and 25 shall show proof of registering for selective service.

Section 8. Selection/Testing/Physical Exams

It is the policy of the Town to employ according to merit and job related requirements. To that end, the Town shall use all available means to attract qualified candidates for employment and Department Heads shall make such investigations and have conducted such examinations as deemed appropriate to assess fairly the education and experience, knowledge, skills, and abilities and other background and physical requirements of the position. These examinations may consist of medical review, drug screening, skills based testing, job knowledge and/or physical strength and agility tests, etc. All selection devices administered by the Town, or by persons or agencies for the Town, shall be valid measures of bona fide occupational qualifications.

1. Tests administered by the Town or by the North Carolina Division of Employment Security for the Town will conform to applicable legal requirements.
2. All tests given to applicants shall be administered and evaluated by qualified employees, or by qualified Division of Employment Security personnel.

3. Upon becoming aware of the need of accommodation, disabled applicant(s) shall inform the Town before testing begins. The Town shall ensure that the testing site is accessible to and reasonably accommodates those disabled applicants who notify the Town.

Section 9. Controlled Substances

An applicant for employment who refuses to submit to a drug test will be denied employment with the Town.

Section 10. Employment

Each Department Head shall be responsible for recommending for employment such employees as are authorized by the budget for their department. Before any commitment is made to an applicant or Town employee, the Department Head shall submit a completed application form to the Town Manager with a recommendation as to the salary to be paid and the reason(s) for selecting the particular applicant over others. After a thorough review, the Manager shall act on the recommendation of the Department Head.

It is the Town's policy to create career opportunities for its employees when possible. Therefore, when a current employee applying for a vacant position possesses ~~the best qualifications of all applicants, the requirements for the position and is best qualified,~~ that applicant shall be appointed to that position.

The Town will balance three goals in the employment process:

1. Obtaining the best possible employee who will provide the most productivity in that position;
2. Providing equal employment opportunities and a diversified workforce to the community;
3. The benefits to employees and the organization of promotion from within.

~~Therefore, except in rare situations~~ Where previous Town experience is essential or exceptional qualifications of an internal candidate so indicate, the Town will consider ~~external and~~ internal candidates and ~~rather than automatically~~ promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

Department Heads are responsible for developing staff capacity to provide back-up for coworkers and higher level positions; to prepare staff and the organization for smooth transitions; and to insure capability to cover interim absences and vacancies.

When positions are to be filled, Department Heads shall notify the Town Manager concerning the number and classifications of positions that need to be filled. The Town shall publicize

opportunities as outlined in this policy. If selections cannot be made from current employees wishing to be considered for the vacant position(s), and secondly from available lists of qualified applicants and/or applicants responding to media advertisements, then the Town Manager shall assist Department Heads with recruitment of qualified applicants. The Town Manager shall make the final appointment.

READ, APPROVED AND ADOPTED, this the 12th day of June, 2018.

ATTEST

The seal is circular with a double-lined border. The outer ring contains the text "TOWN OF ELLEBE" at the top and "NORTH CAROLINA" at the bottom, separated by two stars. The inner circle contains the word "SEAL" in the center, with "TOWN" above it and "OF ELLEBE" below it.
Michelle L. Jolley
Michelle L. Jolley
Interim Town Clerk

A stylized, handwritten signature in blue ink, appearing to read "Kevin Cooley".
Kevin Cooley
Mayor