

**SECTION 2 - EMPLOYMENT**

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## **SECTION 2 - EMPLOYMENT**

### SECTION 2.00 - VACANCIES

When the Office of the Council intends to consider applicants for vacant positions, the Clerk will notify all members of the City Council. The vacancy and desired qualifications may be posted internally, may be posted City-wide, and may be advertised. Prior to filling any staffing vacancies, the Clerk will forward the name of the proposed employee and the position to be filled to the members of the Council.

### SECTION 2.01 - EMPLOYMENT APPLICATIONS

The Office of the Council relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and during employment. Misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

To ensure that individuals who join the Office of the Council are well qualified and have strong potential to be productive and successful, it is the policy of the Office of the Council to check the employment references for all applicants.

### SECTION 2.02 - INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. The Office of the Council uses this period to evaluate new employees' capabilities, work habits, and overall performance. Either an employee or the Office of the Council may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

The introductory period is the first ninety (90) calendar days after an employee's appointment. Any significant excused absence will automatically extend an introductory period by the length of the absence. A Performance Evaluation will be conducted at the end of an employee's introductory period. Within thirty (30) days after the end of the introductory period, the Committee on Council Personnel and Operations will report to the Council regarding the employee's introductory period so that the Council may decide upon continued retention of the employee.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Workers' Compensation Insurance and the Ohio Public Employee Retirement System, OPERS. They may also be eligible for other benefits provided by the Office of the Council, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### SECTION 2.03 - PERFORMANCE EVALUATION

A written Employee Performance Evaluation will be conducted annually. Completed Employee Performance Evaluations will be kept in the employee's personnel file.

After an employee and his or her Manager have discussed the Performance Evaluation, the employee is required to sign and date the evaluation. The employee's signature verifies that the evaluation was presented to the employee and discussed by the Manager; it does not necessarily indicate agreement with the evaluation.

A formal written Performance Evaluation will also be conducted at the end of an employee's introductory period.

### SECTION 2.04 - IMMIGRATION REFORM & CONTROL ACT

The Office of the Council is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Office of the Council within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Clerk of Council. Employees may raise questions about immigration law compliance without fear of reprisal.

### SECTION 2.05 - OPEN DOOR POLICY

The Office of the Council has an "Open Door" policy to allow employees to bring issues or concerns to their Manager or directly to the Clerk, if appropriate. Your input is very important to the growth and development of the Office of the Council.

Employees are encouraged to discuss with the Clerk of Council any questions concerning their duties, responsibilities, and working conditions. The Office of the Council intends to ensure that employees' questions, problems and complaints are heard and answered. Usually, employees should first discuss the issue or concern with their Manager. Most issues can be resolved with open communication. If you feel that the concern has not been resolved, or if the Manager is part of the concern, you should contact the Clerk of Council.

## SECTION 2.06 - EMPLOYEE TRAINING

Training is intended to help staff members acquire the specific skills necessary to perform the duties associated with his or her current position. The skill must be specified in the person's job description, necessitated by new procedures or technology, or determined by the Clerk of Council as necessary to perform the duties of the position.

## SECTION 2.07 - TERMINATION OF EMPLOYMENT (PROCEDURES)

Since employment with the Office of the Council is based on mutual consent, both the employee and the Office of the Council have the right to terminate employment at will, with or without cause, at any time.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include resignation, discharge, and retirement. An exit interview should be conducted prior to termination of employment, regardless of the nature of the separation from service.

## SECTION 2.08 - RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Office of the Council. Although advance notice is not required, employees are encouraged to provide at least two weeks' notice of resignation, in writing, to the Office of the Council. Should the employee fail to provide adequate advance notice, the employee may be considered ineligible for rehire.

## SECTION 2.09 - INVOLUNTARY TERMINATION

Legislative bodies such as the City Council are afforded substantial flexibility in selecting and retaining their workforce because of the special nature of their operations. Employees of legislative bodies commonly serve at will, which means that their employer has the right to terminate their employment for almost any reason or even for no reason. Under the law, employees of the Office of the Council are at-will employees, and can be terminated without notice and regardless of whether there has been any disciplinary violation or other objective basis for the action.

## SECTION 2.10 - RETIREMENT

An employee's eligibility for retirement benefits, including disability retirement benefits, is controlled by the State government's laws and regulations concerning the Ohio Public Employee Retirement System (OPERS). Employees may contact the OPERS directly or ask the Personnel and Human Resources Manager for assistance with questions about retirement eligibility or benefits.

## SECTION 2.11 - EXIT INTERVIEW

The Office of the Council will schedule an exit interview prior to the time of employment termination, if possible. The exit interview will include discussion of the effect of the separation from employment on the various benefit programs the employee received as a result of working for the Office of the Council. The exit interview can also afford an opportunity to discuss with the employee such matters as the reasons for an employee's resignation, conversion privileges, or return of property owned by the Office of the Council.

## SECTION 2.12 - RETURN OF CITY PROPERTY

Employees are responsible for all Office of the Council property, materials, or written information issued to them or in their possession or control. Employees must return all Office of the Council property on or before their last day of work. Where permitted by applicable laws, the Office of the Council may withhold the employee's final paycheck to cover the cost of any items that are not returned when requested. The Office of the Council may also take all action deemed appropriate to recover or protect its property, including laws that specially address unauthorized use of publicly owned property.