

**CATAWISSA BOROUGH  
HIRING POLICY FOR NONUNIFORMED EMPLOYEES**

**I. POLICY STATEMENT**

The Borough of Catawissa will, in its selection and hiring of new employees for positions, identify and employ the best available qualified candidates. The Catawissa Borough will not unlawfully discriminate in its hiring and employment practices against any applicant or employee on the basis of race, gender, religion, work-related handicap or disability, age or national origin. The Catawissa Borough is an equal opportunity employer. This Policy is intended to comply with all relevant state and federal employment laws in the screening, selection, and hiring of individuals who will provide the highest level of service to the Municipality and the citizens of its service area.

**II. HIRING PROCEDURES**

The Borough of Catawissa will administer and enforce the comprehensive procedures set forth below. Adoption of and modification to these procedures shall be by resolution of Borough Council.

**A. *Advertising an Open Position.***

1. Any position that is to be filled by Catawissa Borough Council shall be advertised in a newspaper of general circulation within the Catawissa Borough limits. By motion of Council, the position may also be advertised in professional and/or trade publications. Any position shall be advertised a minimum of two (2) times; with the days the advertisement is to appear to be determined by Catawissa Borough Council Resolution.
2. The Press Enterprise is hereby declared to be a newspaper of general circulation within the Catawissa Borough limits.
3. Each advertisement shall contain information declaring that the deadline for filing a completed job application shall be five (5) business days after the last date of publication. Applications shall be received at the Catawissa Borough Office located at 307 Main Street, Catawissa, PA 17820 until close of business on the fifth business day after the last published advertisement.
4. Each advertisement shall disclose that a copy of the job description, essential job functions and hiring policy is available for inspection and review at the Catawissa Borough Office during normal business hours.

5. Applicants shall be advised that each applicant is responsible for timely submission of a properly completed job application to the Catawissa Borough Administrative Office. The Borough of Catawissa shall not be responsible nor shall they consider applications received after the deadline, notwithstanding any delay due to the U.S. Postal Service.
6. The advertisement shall specify that the Borough of Catawissa is an equal opportunity employer.

***B. Application Review Process***

1. All applications must be properly completed by the applicant.
2. The Borough Secretary shall receive and date-stamp all applications. The Borough Secretary will also make numbered copies with names and addresses concealed with white-out. The originals will be put in an envelope and stored in a secure place.
3. Members of the Personnel Committee will be given numbered copies of the applications with names and addresses concealed.
4. Any application which reveals that the applicant fails to possess any of the minimum qualifications for the job shall be rejected.
5. Every application will require the applicant to verify that the information provided is true and correct, and contains no material omissions. In addition, all applications for non-union positions will state that the position is on an at-will basis and no applicant or employee possesses any contractual or statutory right to continued employment.
6. If the initial applicant review process fails to present suitable, qualified candidates, a new search will be implemented.

***C. Hiring Process***

1. Members of the Personnel Committee will select and rank the applications based upon the criteria contained in the written job description and the essential job functions. The Personnel Committee shall rank all the applicants based upon their experience and skills as set forth in their application.
2. The top six (6) candidates will be contacted to take part in an oral interview. If the Personnel Committee determines that there is a tie, candidates may be requested to participate in a second interview, or the Personnel Committee may recommend the hiring of both applicants to Borough Council.

3. Oral interviews will be conducted by a panel comprised of the relevant Department Head, and the Personnel Committee. The candidates will be graded and rated on a scale of one (1) to ten (10) by each individual interviewer, based upon the appropriateness of the candidate for the open position. The grading system is as follows:
  - One (1) point for meeting the minimum requirements necessary to do the job.
  - Two (2) points for possessing pertinent experience or training.
  - Up to Four (4) points may be allotted for the interview. These points will be awarded as follows:
    - Two (2) points for displaying an appropriate attitude.
    - One (1) point for response to interview questions.
    - One (1) point for appropriate appearance.
  - One (1) point for Veteran's preference, if applicable
  - Two (2) points for positive responses from credible references.
4. After the completion of the oral interviews, the top three (3) candidates will be subject to three (3) reference checks. Former employers, when possible, should be included as one of the three reference checks. Information resulting from the reference checks should be included in the applicant's file. Reference checks should verify the suitability of the applicant for the position. Disqualification of a candidate on the basis of the background investigation shall occur only when the Personnel Committee determines that such disqualification is consistent with federal and state law.
5. Upon completion of the oral interviews and background investigations those candidates not selected for an interview will be notified that they are no longer under consideration.
6. In positions where it is applicable, Veteran's Preference will be considered.
7. For jobs which the Borough has previously determined require a medical exam and drug and alcohol testing prior to the commencement of duties, the candidate who is selected will receive a conditional offer of employment. This offer will be contingent upon the candidate successfully completing the medical and/or drug and alcohol examination. The medical experts performing the examination will make their determination based upon a review of the written job description and essential functions of the job for which the applicant received the offer of

employment. The cost of the medical exam and/or drug and alcohol testing will be at the expense of the Borough.

***D. Probationary Period***

1. Each newly hired Borough employee shall serve a probationary period of six (6) months. Shortly before the six (6) month probationary period expires, the Department Head or, where appropriate, the Personnel Committee, will assess the performance of the employee based upon the requirements contained in the written job description. If the appropriate Department Head and the Personnel Committee conclude that the employee has satisfactorily fulfilled the duties of the job, then the employee shall attain regular employment status and receive all the benefits of a regular, full-time employee. However, for non-union positions, the employee shall continue employment on an at-will basis.
  
2. Any probationary employee who fails to satisfactorily complete the six (6) month probationary period may be terminated. However, at its sole discretion, the Borough Council may extend, with the written agreement of the employee, and, where appropriate, the union, the probationary period for an additional specified length of time.