

<b>HUMAN RESOURCES POLICY/PROCEDURE</b>		<b>No.</b> <b>HR-004</b>
<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>  Human Resources	<b>EFFECTIVE DATE:</b> <b>10/25/01</b> <b>REV. REV. DATE</b>	<b>Page 1 of 4</b>
<b>SUBJECT: Hiring</b>		

**REPLACES: N/A**

**OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Hiring policy.

**SCOPE:**

This policy shall apply to all Administrative Employees of the Authority.

**AUTHORITY:**

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes  
Administrative Rule 3

**POLICY:**

**1. Announcement of Positions**

Requests to fill positions are initiated by the hiring authority. Positions must be budgeted and have Director approval to be posted to fill. Position opportunities may be publicized by public announcement through the Authority's Opportunity Bulletin. This bulletin is posted on department bulletin boards as designated and is forwarded to various community agencies. Position opportunities may be publicized by a variety of media resources, and maybe advertised with the deadline as "position open until filled" depending on recruitment needs. Vacancies are announced in the weekly Joblink bulletin, on the Jobline, and on the Web page.

## **2. Consideration of Applications/ Resumes**

The Human Resources Department reviews and considers applications for vacancies as they occur. Unsolicited resumes/applications, for positions not posted at the time of submittal, are to be considered at the Human Resources Department's discretion.

## **3. Filing of Application**

In order to be considered as a valid applicant, each applicant must file a written Authority application in the Human Resources office before the application deadline. Resumes are accepted until a standard application form can be completed within a reasonable time. Applicants may be required to supply additional documentation upon request from the Human Resources Department.

## **4. Internal Opportunity Applications**

It is the responsibility of the Human Resources Department to provide the best possible candidates for consideration of Authority position opportunities. It is the Authority's position that internal candidates be strongly considered for position opportunities within the Authority. This does not preclude consideration and selection of external applicants for any job vacancy.

During normal working hours, internal candidates may be granted time off with pay to be considered (testing and interviewing) for internal position opportunities provided the event is coordinated through the Human Resources Department. The employee is responsible for coordinating the time off with their current supervisor.

## **5. Selection Process**

The Human Resources Department will use selection criteria, which have been determined to be fair and impartial and in accordance with Authority's recruitment and selection guidelines as set forth in this policy. The methods utilized may include, but are not limited to, performance, written, video, or skill examinations; oral interview, evaluation and rating of training and experience, quality of work and/or length of service with the Authority; medical or psychological examination. All pre-employment examinations and screening methods will be job-related and impartial in evaluating applicant's qualifications, knowledge, skills and abilities.

The recruiter is responsible for the reviewing of applications/resume applied to a specific position. This review is to determine whether the application/resume reflects the minimum qualifications for the specific position. Application/resumes reflecting the minimum qualifications will be forwarded to the hiring authority with Department Director and Human Resources concurrence.

## **6. Pre-employment Medical Screening**

All candidates selected or hired will be required to successfully complete a urinalysis for drug screening. All positions requiring a Department of Transportation (DOT) physical will be required to successfully complete a physical examination as prescribed by the DOT. Medical examination results are confidential and are not part of an employee's personnel file.

## **7. New Hire Enrollment**

On the employees first day of work the following documents must be completed and submitted to the Human Resources Department:

Employment Change Form with new hire information correctly supplied.

W-4 Form with correct tax information

I-9 Form- see below

## **8. I-9 Information**

All new employees are required to complete a portion of the "Employment Eligibility Verification Form" (Form I-9), prior to beginning work. The employee will be required to present documents establishing their identity and employment eligibility so that the Authority can complete the remainder of the form. These documents must be furnished for our inspection prior to the end of the third day of employment. In lieu of an actual document, an appropriate receipt for a replacement document may be presented or the employee will be asked to produce alternate, valid documents. If the employee cannot do so, their employment will be terminated.

## **9. Family Employment Restriction**

Immediate family members will not be eligible for employment in the same division as a current employee. Family members may be hired in the same department if located at different facilities. No employee may supervise an immediate family member. Immediate family members are defined as Spouse, Father, Step-father, Father-in-law, Mother, Step-mother, Mother-in-law, Children, Step-children, Sister, Step-sister, Sister-in-law, Brother, Step-brother, Brother-in-law, Grandmother, and Grandfather.

**EXCEPTIONS TO THIS POLICY:**

Any exceptions to this policy must be pre-approved by the Executive Director.

**AUTHORIZATION:**

Executive Director: *Byron W. Brooks*

Date: *23 Jan 02*

Department Director: *L. Jemmett*

Date: *1/23/02*