

	Policy: Job Posting Policy	Effective Date: July 1, 2006
		Revision Effective Date:
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	<hr/> City Manager	<u>Human Resources</u> Responsible Party

PURPOSE

The objective of the Job Posting Policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the City’s consideration of external candidates for employment.

A. Job Posting

Job vacancies will be posted on the City’s Internet Recruitment System at www.monroenc.org. These jobs will remain open for a minimum of ten (10) days. All job postings will include the job title, department, job summary, essential duties, salary grade, and minimum qualifications. In general, notices of all job openings are posted, although The City of Monroe reserves its discretionary right not to post a particular opening.

B. Applying for a Job

To apply for a posted position online, an applicant shall apply online at www.monroenc.org.

To apply for an internal posted position an applicant shall submit an internal application to the Human Resource Department listing job-related skills and accomplishments.

C. Internal Applicants

All employees, including part-time and seasonal, may apply for internal job postings and will be subject to the same tests as external applicants. Jobs posted internally will be distributed via the city-wide e-mail system. Internal jobs will remain open for a minimum of five (5) days. An applicant’s current supervisor may be contacted to verify performance, skills and attendance, and the personnel file may also be reviewed. Staffing limitations or other circumstances that might affect a prospective transfer may also be discussed. Employees who are on probation or have a written warning on file within the last year or on a disciplinary probation or suspension are not eligible to apply for posted jobs.