



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT REQUISITIONS & CERTIFICATIONS

PURPOSE: To regulate the employment requisition and certification process for current and potential City of Flint employees.

PROCEDURES:

Requisition: *This form is the first step in establishing the parameters for hiring a new employee or changing the status of a current employee. It is intended to help define the need for an employee and monitor the process.*

1. The department requiring the filling of a position types a requisition for the position that is available. The department should ensure that the requisition is signed by the department or division head (at top of document) and at the bottom of the requisition under "Appointing Officer".
2. Please DO NOT place a name in the ELIGIBLES CERTIFIED section on the requisition (exceptions: provisionals, reductions or restorations).
3. Requisition must be submitted to the Budget Department (not Human Resources) to be numbered, logged in and approved as to funds.
4. Budget will forward the requisition to Human Resources to be placed on the agenda for Personnel Review Committee.
5. After Personnel Review Committee, Human Resources will process all approved requisitions, notify Budget and the affected department(s) by memorandum of the Personnel Review Committee's decisions).
6. Requisition routing will be handled as follows by the Department of Human Resources:
 - a. Provisional: Those employees who at the time of employment are employed provisional to their qualifying for certification on an eligibility list, or employed during an interim period during which an eligibility list is being prepared, and in either event such provisional appointment shall continue in force only until the regular appointment can be made from an eligible list.

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Human Resource Use Only:

- Log requisition
 - Cross-reference with a permanent requisition (provisional requisitions should always be accompanied by a permanent requisition)
 - Process
- b. Temporary: An employee appointed without regard to the examination requirements of the Personnel rules by reason of an emergency. An employee may also be appointed without regard to the examination requirements if a temporary need exist.

Human Resource Use Only:

- Review list of employees eligible (by seniority or otherwise) to promote/transfer or recall from layoff into position;
 - Contact the department head to verify
 - Process
- c. Permanent: An employee who has satisfactory completed the probationary period in the Classified service

Human Resource Use Only:

- Log Requisition
 - Determine if current eligible list exists.
 - If an eligible list exists, certify names according to Personnel Rules & Regulations or Civil Service Rules (Police & Fire).
 - If no eligible list exists or if list is expired, forward to the appropriate Human Resource Coordinator for recruitment. (For automatic or eligible to test for promotion in training series, confirm eligibility and process and/or test.)
- d. Seasonal: An employee who at the time of employment is employed with the intention that such employment will be for a given work season or seasons, with a duration of less than 2080 continuous hours, and with the probability of re-employment for ensuing year after a seasonal layoff.

Human Resource Use Only:

- Process based on “recall” rights.

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e. Interim: An employee who, at the time of employment is employed with the intention that his/her employment will be for a given work period for a specific project.

- Review to determine if anyone is eligible for recall;
- Process. If no one is eligible for recall, follow permanent requisition process.

Certification: *The referral of names of qualified applicants by the Chief Personnel Officer on request of the appointing authority for appointment to a position in the classified service.*

1. Upon receipt of an approved requisition in which there is currently an eligible list, the Human Resources Office shall certify to the appointing authority the appropriate number of eligibles.
2. The appointing authority shall complete the attached selection review form, noting the individual selected, the effective date, and department head signature and return to the Human Resources Office. Note: although interviews for a position are not specifically required, it is highly recommended those individuals certified be afforded an interview.
3. The Appointing Authority (Department Head) has thirty (30) days in which to make an appointment (selection) once names have been certified from Human Resources. If a selection is not made from a certified list within the thirty-day period, the requisition will be returned to the department and any temporary or provisional employee filling the vacancy will be terminated. Names from a specific list (ex. Intermediate Clerk Typist) are certified to only one department at a time. Any unnecessary delays in the selection process can cause extreme inconveniences to other departments, especially if they have already waited thirty days to receive a certification.
4. The certification and completed selection review form are returned to the Human Resources Office. ***Offers of employment are to be made only by the Human Resources Office, who will contact the individual selected and proceed with the hiring process*** (scheduling physical, filling out required work papers and indicating when to report to work) The individual will not be contacted by Human Resources until the certification and selection review form is received by the Department of Human Resources.

Definitions:

Appointing Authority: The official or officials authorized to make appointments.

Classified Service: Shall comprise all positions not specifically included in the unclassified service by Section 5-401 of the Flint City Charter. A “classified position” is a position in the classified service.

Eligible List: Any official list of eligibles for a particular classification in rank order according to the examination records, which shall be used for selection for probationary appointment to a position in the classified

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service.

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