

LATERAL RECRUITMENT/EMPLOYMENT POLICY

Reflecting an increasingly tight labor market in the United States, recruitment and retention of qualified personnel with the needed skills for public service continues to challenge local governments in the development of their workforce. This issue topped the list of workforce challenges, according to the State and Local Government Workforce: 2017 Trends report from the Center for State and Local Government Excellence. Local governments often face an uphill battle when trying to attract and retain top-notch talent, as they must compete against both the private and nonprofit sectors to be the employer of choice. This policy provides an additional approach the City of Carthage may employ to recruit and maintain a high-caliber staff.

PURPOSE: The purpose of this policy is to outline and establish a general and consistent policy for determining salaries for employees who are **Laterally Recruited/Employed** by the City of Carthage. This policy generally provides the City and its Department Heads flexibility through an additional approach which can be used to ensure the City can address an increasingly tight labor market and pursue qualified personnel with the needed skills for public service for its work force which serves the citizens of the City of Carthage. The City reserves the authority to modify, revoke, interpret, or terminate this policy in whole or in part, at any time, with or without notice. This policy is developed to promote efficiency and economy in government, to reward merit, and to develop and maintain good morale among employees. This policy supplements but does not repeal provisions currently provided in the Carthage Code or the City's Personnel Rules and Regulations Manual

DEFINITION: For the purposes of salary administration only, "Lateral Recruitment/Employment" means the movement of an applicant/employee to a comparable salary step position within the City of Carthage's Compensation/Classification system based upon prior comparable employment experience within an equivalent salary classification.

STATEMENT OF POLICY: It is the Policy of the City of Carthage to allow its City Administrator and Department Heads the ability to hire, within the boundaries of the Personnel Manual and this policy, qualified personnel at a rate higher than the initial step of the assigned range for a position upon criteria delineated herein. Contingent upon review of the applicant, the City may offer employment for a position at a higher than the initial step of the assigned range using prior equivalent credited service. Prior equivalent credited service may be calculated at a rate of up to .5 years of credited service for every full time year of service provided to a former/current qualified employer. In no case shall the equivalent credited service exceed a total of five years. That is, no more than 10 years of full time equivalent credited service shall be applied to the position. Additionally, a Lateral Recruitment/Employment applicant/employee will not be paid any more than an existing employee of an equivalent position who has the same years of service under any circumstances. Applicants will not be hired using the Lateral Recruitment/Employment Policy if the reason for leaving an employer is, or was related to a disciplinary issue or a termination. Additional criteria for evaluation include, but are not limited to; the size of previous relevant employer and demographic information of the employment community, duties and responsibilities of the relevant position, budgetary impact, in-state versus out-of-state employer, evaluation of the City's employment situation, previous salary and benefit rate, weight and comparison of the total compensation package, compression issues involving staff retention, and internal equity between positions.

Any request for exception to this policy must be made in writing to the City Administrator.

REFERENCES:

Section 205 (1 – 10) - Employment – Hiring; Section 300 - Compensation/Classification, Section 306 (01 – 04) - Classification and Pay Plan of City of Carthage Personnel Rules and Regulations.

EFFECTIVE DATE: February 13, 2019

APPROVAL: Tom Short, City Administrator

Date: February 13, 2019

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