



Section: 14-00, EMPLOYMENT

POLICY & PROCEDURES

When a position within the City of Memphis Government is posted with the exception of those positions exempted by the City of Memphis Charter and Code of Ordinances or the Consent Decree, the requesting hiring authority or designee will submit to the Compensation Service Center, Division of Human Resources, a Request To Fill Vacancy form no less than three (3) weeks in advance of the date the position is to be posted. The Request to Fill Vacancy form is to be completed by the requesting hiring authority or designee through the section entitled "Authority to Fill Position." The Compensation Service Center will review the form for complement verification, attach the appropriate job description, and send the form to the Director of Human Resources for approval and signature, and then forward the form to the Recruitment and Selection Service Center, Division of Human Resources, for recruitment and posting procedures.

INITIATION OF EMPLOYMENT PROCEDURES

Request to Fill Vacancy forms are to be completed and submitted by the requesting hiring authority or designee to the Compensation Service Center in order to initiate employment procedures. All requests for filling regular, full-time civil service positions will be processed according to employment requirements set forth by the Director of Human Resources.

CERTIFICATION OF ELIGIBLE APPLICANTS

When the Division of Human Resources completes the employment procedures, a list of eligible applicants, who meet the minimum qualifications of the job, will be forwarded by the Recruitment and Selection Service Center to the hiring authority or designee of the requesting City division. The requesting hiring authority or designee will then interview and select one individual from the applicants certified. If no selection is made from the certified list of eligible applicants, the requesting hiring authority or designee may elect to re-post the position.

PROMOTIONAL VACANCIES

In order to provide advancement opportunities within City government, the Request to Fill Vacancy form for regular, full-time civil service positions should, whenever possible, designate that a position is to be filled by promotion. This policy may be changed by the Director of Human Resources or designee to comply with affirmative action goals and the Consent Decree.



PERSONNEL REQUISITIONS

PM-14-03

Section: 14-00, EMPLOYMENT

CONTINGENT POSITIONS

Request to Fill Vacancy forms for contingent positions will be submitted to the Recruitment and Selection Service Center by the hiring authority. The Recruitment and Selection Service Center will have the applicant to complete pre-employment supporting documentation, such as W-4, I-9, Contingent Notification and Drug Free Workplace Policy, if applicable. The Request to Fill Vacancy form will then be reviewed by the Compensation Service Center for salary information prior to forwarding to the Data Management Section for input into the Human Resources/Payroll System. These positions do not require recruiting, postings, and certification procedures. However, no contingent employee will be placed on the payroll until all supporting documentation has been received by the Recruitment and Selection Service Center.

The Director of Human Resources or designee may approve a request to hire a contingent employee to fill regular, full-time positions under special circumstances, such as employee leaves of absence, additional or inordinate work loads, or special projects. Such requests should be submitted to the Director of Human Resources or designee by the requesting hiring authority or designee on a Request to Fill Vacancy form and must include written justification. The Director of Human Resources or designee will review the request and the written justification and notify the requesting hiring authority of the decision.

In order to prevent abuse or circumvention, any variation of this policy must be justified in writing and approved by the Director of Human Resources or designee.