RESOLUTION 2019-18

A RESOLUTION DECLARING A POLICY OF COUNCIL FOR THE CITY OF MONROE SELECTION AND HIRING PROCESS

WHEREAS; The City of Monroe has successfully determined the process for the selection and hiring of city employees and desires to make known the standard process and procedures as a matter of public record; and

WHEREAS; The City Council of the City of Monroe desire to make public the expectations and standards for the employment of public employees for the City of Monroe; and

WHEREAS; the recent hiring processes have been determined to be successful in form, nature and results;

NOW THEREFORE; The Monroe City Council hereby declare that the selection of new city employees will include;

a. An interview panel with at least two city council members serving on it;
b. A ranking and/or recommendation of a candidate(s) to the city administrator;
c. The City Administrator conducting references and background checks;
d. The candidate is required to successful pass a pre-employment drug test;
e. The employment of the recommended candidate unless there is materials and matters unknown to the interview panel discovered or realized by the City Administrator.

Adopted and approved by Council action November 25, 2019 and effective immediately on passage.

Paul Canter 11-25-19

Mayor Paul Canter Date:

Attest: Rick A. Hohnbaum

Rick A. Hohnbaum, City Administratior