

TRUCKEE-TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 113

Replaces PI Numbers: 110.3, 110.5 & 111.1

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September 26, 2013

June 27, 2018

SUBJECT: ORGANIZATIONAL, HIRING AND PRE-EMPLOYMENT POLICIES

PURPOSE: To establish a policy for filling vacant employment positions including how job announcements will be posted, hiring policies, and nepotism.

POLICY:

1. VACANCIES

The establishment or elimination of employee positions is the responsibility of the Board of Directors. When a vacancy occurs in a position which the District chooses to fill, the General Manager shall try, whenever reasonable, to fill the vacant position with an existing District employee who is the best qualified for the position. When the General Manager is not able to fill the vacancy with a District employee, the General Manager may fill the vacancy with a person who is not a District employee. Alternatively, the General Manager may determine that it is in the District's best interest to leave the position vacant. This section shall not be construed to limit in any way the General Manager's right to hire the most qualified persons available as District employees. Attached is an organizational chart and a listing of currently budgeted positions.

2. ANNOUNCEMENTS

The General Manager, **HR Manager, or designee**, will publish announcements of vacancies which will state the job classification title, salary/wage, nature of work to be performed, minimum standards of education and/or experience required, when and where to file applications, and other pertinent information. Employment standards stated in the announcement shall be those established for the job classification as approved by the General Manager. Announcements shall be considered published when they are posted on the District **website** for a period of not less than five days. If the position is not successfully filled through the transfer of current employees, the position will be advertised for an appropriate period of time, but in no case less than two weeks.

3. SCREENING / HIRING

Applicants will be interviewed by the immediate **Director** and the General Manager, **HR Manager**, or designee. The **Director** shall recommend a successful candidate to the General Manager. The final decision regarding the filling of the vacancy rests with the General Manager.

4. NEPOTISM

It is the policy of the Truckee Tahoe Airport District to seek for its staff the best possible candidates through appropriate search procedures. "Relatives" are defined as spouses (including intimate living arrangements between individuals), registered domestic partners, children, siblings, parents, in-laws, and step-relatives. The Truckee Tahoe Airport District finds that the employment of relatives can, in certain circumstances, create conflicts of interest, create hazards, compromise supervision, safety and security, harm employee morale or cause employee dissension, or create the potential for claims of sexual harassment, and may therefore be detrimental to the best interest of the District. The District will adhere to the following policy:

- a. It is the policy of the District to regulate, and where appropriate, restrict and/or prohibit, the employment or internal promotion of relatives in the following situations:
 - i. When such persons are employed in the same department;
 - ii. When, regardless of departmental affiliation, the physical proximity of such persons during the workday is significant;
 - iii. When, regardless of departmental affiliation or physical proximity, the interrelationship of job responsibilities of such persons requires that they interact to a significant degree;
 - iv. When one of such persons supervises or otherwise evaluates the performance of the other. For purposes of this subparagraph, the General Manager is deemed to supervise or otherwise evaluate the performance of all employees of the District;
 - v. In any other situation where the employment of relatives might tend to create conflicts of interest, create hazards, compromise supervision, safety or security, harm employee morale or cause employee dissension, or create the potential for claims of sexual harassment.
- b. If the General Manager becomes subject to this policy, the Board of Directors and the HR Manager shall be the "reviewing authority." When any other District employee becomes or may become subject to this policy, the General Manager and/or HR Manager shall be the "reviewing authority."
- c. The following procedure shall be applicable to the employment of relatives:
 - i. When a relative of an existing employee applies for employment, or if co-employees become relatives, the reviewing authority shall conduct an analysis to determine whether the hiring of the applicant, or the employment of relatives constitutes one of the situations described above in paragraph a. to which this policy applies.
 - ii. If the reviewing authority determines that this policy applies, the reviewing authority shall then conduct a further analysis to determine whether given the particular persons involved, their departments, their physical proximity, the interrelationship of their job responsibilities, their supervisory relationship, and any other relevant factors, potential conflicts of interest or other hazards, greater for relatives than other persons, will arise or have arisen, which have or will tend to compromise proper supervision, security or employee morale.
 - iii. If as a result of such analysis the reviewing authority determines that such potential conflicts of interest or other hazards, as described above in subparagraph c.(ii.), will arise

or have arisen, then the reviewing authority shall attempt to reasonably accommodate the individuals by considering whether by assigning job duties, changing departmental affiliation, or other methods, problems of supervision, security or morale can be reduced to an acceptable level without harming the efficiency and operation of the District.

- iv. If such reassignments of job duties, changing of departments, or other methods are feasible and reasonable, then it shall be accomplished.
- v. If such reassignment of job duties, departmental change, or other methods are not feasible or reasonable, or if it is attempted but fails to rectify the situation while maintaining the efficiency and operation of the District, then the reviewing authority may decline to hire, or may terminate, one of the relatives employed by the District. Alternatively, in its sole discretion, the reviewing authority may offer the employed relatives the option of selecting which relative shall resign from employment.

In any event, prior to termination or suggesting resignation, the reviewing authority shall comply with the notice requirements and all other requirements of the District's Disciplinary Procedure, if applicable.

- vi. The analysis to be prepared by the reviewing authority, and all conclusions resulting therefrom, shall be in writing.
- d. In conducting its analysis, the reviewing authority shall avoid inquiring into the personal and/or private lives of the persons in question other than to the extent necessary to determine whether they are relatives.

5. PRE-PLACEMENT DRUG AND ALCOHOL TESTING

- a. Any offer of employment with the District is conditioned upon successful completion of a pre-employment urinalysis or other drug/alcohol test. The test will be conducted at an authorized medical facility in conjunction with the applicant's pre-employment medical examination.
- b. Any applicant testing positive for an illegal drug will not be hired and any offer for employment will be withdrawn. However, failure of the drug and alcohol test is not a permanent bar to employment at the District and an applicant may reapply at some future time.
- c. Before any applicant testing positive for any legal prescription drug can be hired, the applicant must provide proof to the District that the prescription drug was legally obtained (i.e., a prescription) and, where appropriate, a Doctor's Statement of any potential work-related restrictions caused by the medication.

6. PRE-PLACEMENT PHYSICAL EXAMINATION PROGRAM

After an applicant receives a conditional job offer, but before he/she starts work, he/she will take part in a physical examination to demonstrate the ability to perform essential job functions and ensure that the applicant would not pose a "direct threat" to the health and safety of co-workers, self or others. This physical exam will serve as a baseline for Workers' Compensation purposes. The Pre-placement Physical Examination Program applies to the employment of any new personnel by the District.