

ORDINANCE 2018-23

**TO AMEND SECTION 36.100 OF THE ELLETTSVILLE
TOWN CODE REGARDING THE RECRUITMENT AND HIRING OF NEW
EMPLOYEES**

BE IT ORDAINED AND ADOPTED by the Town Council of Ellettsville, Indiana:

Section 1. The following revisions are hereby made to Section 36.100 of the Ellettsville Town Code regarding the recruitment, selection, and hiring of new employees.

When an existing section of the ordinance is being amended, the text of the existing provision will appear in this style type, additions will appear **in this style type**, and deletions will appear ~~in this style type~~.

§ 36.100 RECRUITMENT/HIRING.

- (A) ~~Authorization to recruit for a vacancy in an existing or newly created position rests solely with the Town Council.~~ **The ability to recruit for a vacancy in an existing or newly created position rests with the supervisor of that particular department.** All full-time prospective employees, whether newly hired or promoted or transferred personnel, shall be presented by the Town Manager or elected official to the Town Council for its approval. Candidates for part-time employment may be hired at the Supervisor's discretion, without approval of the Town Council. **However, all paid firefighters, paid police officers and police alliance reserve members shall be approved by the Town Council.**
- (B) Basic job qualifications of formal education, background and experience shall be determined before recruiting begins. These qualifications shall be based on job requirements, as well as applicable federal, state and local laws. A job description shall be prepared for all positions before the position is filled.
- (C) (1) When a job vacancy occurs, the department may fill the position by promotions or transfer within the department without posting. For the purposes of this section, the members of the Volunteer Fire Department and the Police Reserves **Alliance** may be considered for transfer from volunteer to paid status within their respective departments, although they are not employees of the town until after a transfer is granted. The town encourages internal promotions and transfers whenever possible.
- (2) All candidates wishing to become a member of the Volunteer Fire Department or of the Police Reserve shall be required to comply with §§ 36.100 through 36.109.
- ~~(D) Information regarding vacancies or new positions shall be publicly posted on bulletin boards located in the town's government buildings until such positions are filled, during which time any employee may make written application.~~
- (D) At the discretion of the supervisor, newspaper and trade journal advertising may be used in recruiting employees. Advertisements shall describe the position, basic qualifications and

state that the town is “An Equal Opportunity Employer”. **If the position is advertised the information regarding vacancies or new positions shall be publicly posted on bulletin boards located in the town’s government buildings until such positions are filled, during which time any employee may make written application.**

(F) (E) A notice of job vacancy should contain the following:

- (1) The title of the available position;
- (2) A brief summary of the duties and responsibilities;
- (3) Minimum education and experience requirements;
- (4) The pay range;
- (5) The deadline and place for submission of the application;
- (6) A statement that the town is an “Equal Opportunity Employer”.

Section 2. This ordinance shall take effect upon final publication as provided by law.

This Ordinance was adopted by the Ellettsville Town Council on the ___ day of August, 2018 at the Ellettsville Town Hall, Ellettsville, Indiana.

ELLETTSVILLE TOWN COUNCIL

Brian Scott Oldham, President

Attest:

Sandra Hash, Ellettsville Clerk-Treasurer