



Commission Policy

Subject: Staffing, Recruitment, and Hiring Practices	Index: 1-77.28
Authority: Statute: Resolution: 77-149-120(3)c, 90-055-6(17)a-n, 98-178-12(2), 02-136-7, 09-052-4, 12-028-2; 20-171-11; 21-151-11; 22-057-4; <u>24-118-9</u>	Page: 1 of 4 Issued: 10/4/79 Last Revised: 04/25/2022 <u>09/23/2024</u> Effective: 01/01/2023 <u>09/23/2024</u>

Policy Purpose: This policy outlines the Commission’s expectations on the District’s position authority, recruitment, and hiring processes.

I. Position Authority

Position authority shall be limited to the number of authorized positions identified in the annual Operations and Maintenance Budget. The Executive Director has authority to exceed the number of positions listed in the budget for temporary positions and while the Business Continuity Plan is enacted. All other reasons for exceeding the number of positions listed in the budget must be requested from the Commission.

A. Temporary Positions

1. Normal Business Operations

During times of normal business operations, the Executive Director may authorize and fill such temporary positions as may be necessary to alleviate the effects of emergency situations determined by the Executive Director to be detrimental to efficient District operations.

The Executive Director may authorize and fill such temporary positions (up to three at any time) as may be necessary to retain institutional knowledge and to train employees on cyclical events to ensure a smooth transition for critical positions which are anticipated to become vacant pending an announced retirement/vacancy.

This temporary position authority may be initiated up to six months and can be extended to no more than 12 months. Policy, Finance, and Personnel Committee Chairperson approval is required to extend temporary positions beyond the initial six-month period up to, but not exceeding, 12 months.

The Executive Director will report to the Policy, Finance, and Personnel Committee semiannually relative to the creation of these temporary positions.

2. Business Continuity Plan

Upon activation of the Business Continuity Plan (BCP), the Executive Director may authorize and fill such temporary positions as may be necessary to alleviate the effects of emergency situations determined by the Executive Director to be detrimental to efficient District operations. The number of temporary positions



Commission Policy

Subject: Staffing, Recruitment, and Hiring Practices	Index: 1-77.28
Authority: Statute:	Page: 2 of 4
Resolution: 77-149-120(3)c, 90-055-6(17)a-n, 98-178-12(2), 02-136-7, 09-052-4, 12-028-2; 20-171-11; 21-151-11; 22-057-4; <u>24-118-9</u>	Issued: 10/4/79
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created during the activation of the BCP may exceed the number of temporary positions permitted during times of normal business operations, as outlined in 1., above. The Executive Director will report to the Commission monthly relative to the creation of temporary positions during the duration of the BCP.

B. Positions will be classified according to the following guidelines:

1. Full-time
Positions of a career nature that require the continuous services of an employee 32 or more hours per week on a regular basis.
2. Part-time
Positions of a career nature that require the continuous services of an employee less than 32 hours per week on a regular basis.
3. Job-Share
Regular full-time position shared by two employees.
4. Limited Term
Positions requiring services of an employee for a limited time, either in a full-time or part-time capacity. There may be a need for limited term employment (up to three years) for projects and that it may be more cost effective to hire limited term employees versus other methods (i.e., consulting arrangements, contracting, etc.)
5. Work Study
Positions under the District's work study program include interns and co-op students.
6. Apprenticeship
Positions are a hybrid of on-the-job training and related technical instruction.

II. Position Descriptions

Position descriptions for employees must be developed and maintained to provide a clear structure of job responsibility and work activity and to ensure that employees understand expectations for the position.

The Human Resources Department will have the responsibility of establishing procedures for the updating, maintenance, and storing of position descriptions. The Human Resources Department, with the assistance of supervisors and employees, will be responsible for creating new and updating existing position descriptions for all positions.



Commission Policy

Subject: Staffing, Recruitment, and Hiring Practices	Index: 1-77.28
Authority: Statute:	Page: 3 of 4
Resolution: 77-149-120(3)c, 90-055-6(17)a-n, 98-178-12(2), 02-136-7, 09-052-4, 12-028-2; 20-171-11; 21-151-11; 22-057-4; <u>24-118-9</u>	Issued: 10/4/79
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III. Recruitment and Selection Procedures

The recruitment of employees will be conducted by the Human Resources Department in a manner conducive to the acquisition of the qualified talent and in accordance with sound professional practice, including the assurance of equal employment opportunity, nondiscrimination, and compliance with the District's Affirmative Action Plan.

IV. Rehiring Retired District Employees

The District may retain the services of former District employees who are retired and drawing a pension from the City of Milwaukee Employees' Retirement System (ERS) or the Wisconsin Retirement System (WRS); however, any such services, whether the retiree is, for example, 1) rehired directly by the District as an employee, full-time, part-time, limited term, or any other classification per Section I. above; 2) hired directly by the District as an independent consultant; or 3) contracted through an employment agency is subject to the following limitations:

- A. The retiree may not resume work for the District until the beginning of the pay period immediately following the retiree's final pay period as a regular District employee.
- B. The retiree is limited in a return to work for the District to a maximum of six weeks, regardless of the number of hours worked per pay period, from the date specified in IV.A. above.
- C. The purpose of rehiring a retired District employee is limited to providing transition services to a new employee taking over duties of the retired employee and not to resolve temporary labor shortages or resource gap.

D. Any deviation from this ~~P~~policy must be approved by the Commission by resolution. Nothing herein precludes a vendor or contractor that employs a District retiree from soliciting District business in the usual and customary manner. If successful in its efforts to secure a District contract, the vendor or contractor may assign the retiree to work on a District-contracted project, provided it is for a posted Capital or Operations and Maintenance project.

If there are any conflicts between this policy and Commission Policy 1-73.27, Business Continuity Plan, the BCP, once activated, controls.

V. Hiring Preference for Eligible Veterans

The Human Resources Department will be responsible for inspecting documentation to establish whether candidates for employment qualify as eligible veterans; Human Resources and the Division



Commission Policy

Subject: Staffing, Recruitment, and Hiring Practices	Index: 1-77.28 Page: 4 of 4
Authority: Statute: Resolution: 77-149-120(3)c, 90-055-6(17)a-n, 98-178-12(2), 02-136-7, 09-052-4, 12-028-2; 20-171-11; 21-151-11; 22-057-4; <u>24-118-9</u>	Issued: 10/4/79 Last Revised: 04/25/2022 <u>09/23/2024</u> Effective: 01/01/2023 <u>09/23/2024</u>

Director (or designee) responsible for filling a vacant position will be responsible for ensuring that eligible veterans receive the consideration required under this policy.

The term eligible veteran as used in this policy shall include any person who qualifies as a veteran under any of the service categories referenced in Wis. Stats. 45.01 and amendments thereto. Only persons who served on active duty (excluding active duty for training purposes) in the U.S. Armed Forces or in forces incorporated as part of the U.S. Armed Forces, and who received discharges under conditions other than dishonorable, can qualify as an eligible veteran.

The District’s policy is to allow a preference in hiring for eligible veterans in recognition of the services rendered to their country and the sacrifices made by such veterans. This preference will be available to eligible veterans who are seeking initial employment with the District who, after applying, are found to qualify for further consideration for the position under administrative policies and procedures.

VI. Relocation of New Employees

The District recognizes that the recruitment and acquisition of top quality staff to the District may, on occasion, require the payment of relocation expenses to new employees who must relocate greater than 50 miles to accept employment with the District.

With the concurrence of the Chair of the Policy, Finance, and Personnel Committee, the Executive Director has the authority to approve reimbursement of usual and customary relocation expenses relating to the moving of household goods and a second car. The Policy, Finance, and Personnel Committee will be notified of this decision as soon as practicable. The notification will state the position for which the relocation expenses were approved and the amount approved.