

100. APPLICATION PROCEDURES

Prior to considering any application for employment or application update for transfer or promotion the Chief Administrative Officer must approve a Position Release Form for all positions graded M15/I8 and above. The Human Resources Director must approve a Position Release Form for all other positions.

101. APPLICATION PROCEDURES FOR INITIAL EMPLOYMENT

Initial applications for employment may be submitted only for advertised vacancies or positions for which the City maintains an applicant pool. No person may be hired without completing an application for employment. Applications that are part of an applicant pool will remain active for a period of six (6) months.

101.1 Updating Applicant Information

Applicants that are part of an applicant pool must keep information current by submitting an updated application to the Human Resources Department, which includes name, address, skills, abilities and experience.

101.2 Applications Required

External applicants must submit a completed application for each position for which they wish to be considered. Applicants requesting a reasonable accommodation pursuant to the Americans with Disabilities Act must submit their request at the time of initial application. The required form may be obtained from the Human Resources Department.

101.3 Requirements for Employment

Applicants are responsible for furnishing job-related documentation, including, but not limited to, a copy of educational transcripts, proof of the attainment of licenses, certificates, permits, degrees and registrations, as required, prior to an offer of employment.

All male applicants between the ages of eighteen (18) and twenty-five (25) will be required to provide a copy of the registration card with the Federal Selective Service to show proof of registration at the time of hire.

At the time of hire, applicants will be required to provide documentation in accordance with the Immigration Reform and Control Act of 1986.

Applicants must be citizens of the United States or possess a valid resident visa. Applicants may be required to pass employment tests, a medical examination, drug/alcohol screening, and a psychological examination or health history review.

101.4 Applicant Qualifications

Qualifications are the primary consideration in filling any position. Experience, education, training, skills and other abilities, as well as specific position requirements and the prior employment history of the applicant will be considered in appraising individual qualifications.

101.5 Conditional Hire (March 5, 2005)

Conditional hires are generally discouraged.

The Human Resources Director may approve an offer of employment, conditional upon passing a physical examination, drug/alcohol test and/or background check. The hiring department is responsible for ensuring the applicant completes the required test(s) and must coordinate such efforts with the Human Resources Department or Employee Health Clinic as necessary.

A conditional hire may not exceed two pay periods.

101.6 Ineligibility for Employment (March 5, 2005)

Applicants are ineligible for City employment for reasons including, but not limited to, the following:

- A. Any fraudulent or false statement on an application or failure to provide information; or
- B. Any fraudulent conduct in connection with an examination; or
- C. Failure to pass a medical examination, alcohol/drug screening, psychological examination and/or health history review as determined by the Human Resources Department; or

- D. Failure to comply with the requirement to be fingerprinted and/or photographed, as required by the Human Resources Department; or
- E. Failure to appear for processing or for work after receiving a notice of appointment from the Human Resources Department; or
- F. Failure to provide all documentation required for processing including direct deposit enrollment, as required by the Human Resources Department; or
- G. Prior conviction of a felony involving moral turpitude if the criminal conviction relates to the position applied for by the applicant. Misdemeanor convictions will be considered on a case-by-case basis, based on job-relatedness; or
- H. Prior employment with the City resulted in termination for cause; or
- I. Inability to meet the requirements for a City Operator's Permit for any position where driving is necessary to perform an employee's job.

102. APPLICATION FOR TRANSFER OR PROMOTION

City employees may apply for a transfer or promotion to other advertised positions by submitting an Application Update Form as required in the job advertisement. Refer to collective bargaining agreements for procedures relating to transfers and promotions into positions covered by such agreements.

102.1 Classified Positions

Vacant positions in the City will be filled with the best-qualified candidate as determined by the selection committee or hiring supervisor. All classified vacancies will be advertised to City employees, except probationary police and fire or as specified in the collective bargaining agreements and as provided in Section 102.4. Applications from persons outside City employment may be considered at the same time.

102.2 Applying for an Advertised Vacancy

A City employee may apply for an advertised vacancy and must comply with all procedures on the advertisement, which includes submitting an Application Update form for each position for which applied. The Human Resources Department will also provide a Form allowing an employee to request a reasonable accommodation, pursuant to the Americans with Disabilities Act, which must be submitted at the time of applying for the position prior to the expiration date of the advertisement.

102.3 Qualifications for Promotion

Selection for promotion and transfer is made on the basis of education, experience, training, skills and other abilities. Related education and related experience may be interchangeable on a year for year basis unless otherwise specified. It is the employee's responsibility to update their personnel file and to provide a copy of educational transcripts, proof of the attainment of licenses, certificates, permits, degrees and registrations, as required, at the time of applying for a position. The personnel file/records of applicants will be made available to the interviewing and hiring supervisor.

102.4 Employees Given Placement Preference

Subject to preferences required by law, preference will be given in filling a vacant position of the same or lower grade to employees that meet minimum qualifications and have the ability to perform the essential job functions with or without accommodation. Placement preference will be provided in the following order:

- A. Employees reinstated as a result of administrative board or judicial order;
- B. Employees returning from active duty in the military;
- C. Employees transferred as the result of Chief Administrative Officer action;
- D. Employees returning from a physical layoff;
- E. Employees returning from a layoff;
- F. Employees notified of layoff; and
- G. Employees returning from authorized absence from work without pay.

Such preference protections, except employees returning from active duty in the military or reinstatement resulting from administrative or judicial action, will be terminated one (1) year from the date the preference was created, with the exception of layoff, the provision for which is two years.

102.5 Authority to Place Employees with Preference

The Human Resources Director, with the prior approval of the Chief Administrative Officer, will have the sole authority to place employees who are granted a placement preference in a position for which they qualify as provided in this section.

102.6 Classified Employees Who Accept Unclassified Positions

Employees who have held a classified position with the City for more than ten (10) years prior to serving in an unclassified position be allowed to return to a vacant classified position. The Chief Administrative Officer will determine the specific position to which the employee will be returned. The Human Resources Director will present such offer to the employee.

102.7 Other Placements or Transfers

All placements and/or transfers initiated by other departments to which preferences do not apply must be processed through the Human Resources Director.

103. APPLICATIONS FOR REINSTATEMENT OR REHIRE

103.1 Reinstatement after Active Military Service

Upon appropriate request following separation from military service, the City will reinstate employees who have taken leave without pay for active military service into the same or similarly classified position, or as otherwise specified by Federal law, with no loss of seniority.

Employees will be placed at the step in the pay plan that they would have reached if employment with the City had not been interrupted by military service. Any unused, uncompensated leave accrued prior to entering military service will be reinstated.

An employee seeking reinstatement must notify the Human Resources Director, in writing, of their availability for employment as required by Federal law, but in no event later than ninety (90) days of the date of separation and Employee must supply a copy of the orders certifying they were honorably separated from military duty.

Employees may be required to pass a medical examination, alcohol/drug screening, psychological examination, and health history review, be fingerprinted and/or photographed, as required by the Human Resources Department.

All offers of reinstatement must be approved by the Chief Administrative Officer and presented to the employee by the Human Resources Director.

103.2 Reinstatement after Layoff

Classified, non-probationary employees notified of, or on layoff status, will be given placement preference for any vacant classified position for which they are qualified, and which is equal to or lower in grade than the position from which they were laid off. Acceptance of a position at a lower grade may require a reduction in the rate of pay. Preference for reinstatement will cease:

- A. Two (2) years after the effective date of the layoff; or
- B. When the employee has refused to accept an offer of employment with the City in a position for which they qualify and for which the grade is the same or of comparable pay to that of the position from which they were laid off; or
- C. When the employee accepts another position with the City;
or
- D. When the employee voluntarily resigns from City employment.

All offers of reinstatement must be approved by the Chief Administrative Officer and presented to the employee by the Human Resources Director.

103.3 Reinstatement of Former Employees

Former employees who voluntarily resign may be reinstated if:

- A. They did not resign for the purpose of withdrawing PERA contributions; and
- B. Their applications are received and the reinstatement occurs no more than thirty (30) days after the date of termination; and
- C. The department director approves the reinstatement request and submits the recommendation to the Human Resources Department for approval, prior to reinstatement; and
- D. There is a vacant position for which they are qualified, within the same department and which is at the same or lower grade as the position held at the time of termination.

104. APPLICATION FOR REEMPLOYMENT

All former employees of the City of Albuquerque are required to complete employment procedures in the same manner as other external applicants. The interviewing or hiring supervisor may review the personnel records and performance ratings of former employees who apply for rehire.

Employees terminated for cause will not be considered for rehire.

104.1 Reemployment of Sworn Police Personnel

A former police officer of the City of Albuquerque, eligible for reemployment, may be rehired into the Police Department under the following conditions, unless the reemployment is the result of judicial or administrative action:

- A. Written and oral entrance examinations may be required at the discretion of the Chief of Police; and
- B. Physical requirements must be met; and
- C. Other current prerequisites may be required, including, but not limited to, medical examinations, alcohol/drug screening, psychological examination, fingerprinting and photographing; and
- D. The Chief of Police must approve the reemployment request and submit it for approval to the Chief Administrative Officer; and

- E. If the break in continuous employment is more than thirty (30) calendar days, a former officer may not be reemployed at a rank higher than P/O 1/C, at the step previously held by the employee, regardless of grade. Service dates will be adjusted in accordance with the collective bargaining agreement or standard operating procedure; and
- F. All former police officers will be subject to a background investigation.

104.2 Reemployment of Sworn Firefighters

A former firefighter of the City of Albuquerque, eligible for reemployment, may be rehired into the Fire Department under the following conditions, unless the reemployment is the result of judicial or administrative action:

- A. Written and oral entrance examinations may be required at the discretion of the Fire Chief; and
- B. Physical requirements must be met; and
- C. Other current prerequisites may be required, including, but not limited to, medical examinations, alcohol/drug screening, psychological examination, fingerprinting and photographing; and
- D. The Fire Chief must approve the reemployment request and submit it for approval to the Chief Administrative Officer; and
- E. If the break in continuous employment is more than thirty (30) calendar days, a former firefighter may not be reemployed in a position higher than a Firefighter 1/C, at the step previously held by the employee, regardless of grade. If required to retake recruit training, a former firefighter will be paid at the rate for a Firefighter 2/C while in training. Service dates will be adjusted in accordance with the collective bargaining agreement or standard operating procedure; and
- F. All former firefighters will be subject to a background investigation.