

HIRING & JOB ASSIGNMENTS

Revised December 2008

SECTION: 2

A. GENERAL POLICY

1. Tooele City reserves the right to hire, fill vacancies, and otherwise make job assignments at management's discretion to meet changing business conditions and staffing needs.
2. Preferential Internal Postings. When vacancies do occur, Tooele City generally prefers to give first consideration to current Tooele City employees who meet the minimum qualifications for the vacant position by opening a preferential internal posting. The Mayor may authorize waiving a preferential internal posting when it is deemed necessary or beneficial. Although this is not an exclusive list, preferential internal postings may be waived:
 - a. For part-time, temporary, or seasonal positions;
 - b. For appointed positions;
 - c. For sworn law enforcement positions;
 - d. When it is believed that only one or no employees possess the required minimum qualifications for the open position;
 - e. When moving a person to another position will maintain an individual's employment with Tooele City due to a layoff;
 - f. When moving a person to another position is necessary to comply with legal requirements of the American's with Disabilities Act or other laws;
 - g. When an individual has been involuntarily demoted or transferred to the new position, thus opening another position elsewhere;
 - h. When management believes that transferring or demoting an employee is necessary to meet business needs, to comply with Tooele City policies and procedures, or is in the best interest of the City;
 - i. When an employee who separated employment from Tooele City has requested reinstatement to the same position he/she held prior to separation and the employee had at least one full year experience in that position with Tooele City, and has requested reinstatement within 1 year of separation. *Terms and conditions pertaining to compensation, benefits, and seniority are established under the respective policies in this Manual.; or*
 - j. When a voluntary lateral transfer is desirable between two employees and their respective department heads.
3. Transfers. A position may be filled by transferring an employee from one position

