

CITY OF MONESSEN

CITY OF MONESSEN HIRING AND APPOINTMENT PROCEDURES

RESOLUTION ___ OF 2020

A REOLUTION OF THE CITY OF MONESSEN, WESTMORELAND COUNTY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING CERTAIN RULES AND PROCEDURES FOR POTENTIAL NEW HIRES; ESTABLISHING CERTAIN RULES AND PROCEDURES FOR POTENTIAL APPOINTEES TO ALL CITY BOARDS, AUTHORITIES, AND COMMISSIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Mayor and Council of the City of Monessen, Westmoreland County, Commonwealth of Pennsylvania deems it to be prudent and in the best interest and in the general welfare of the residents of the City of Monessen to establish formal rules and procedures regarding the hiring potential employees of the City of Monessen, and to comply with applicable laws and;

WHEREAS, The City of Monessen also deems it to be in the best interest and in the general welfare of the residents of the City of Monessen to establish formal rules and procedures regarding the potential appointment of members to any and all city boards, authorities, and commissions, or any vacancy on the city's governing body and to comply with applicable laws.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Monessen and it is hereby resolved and enacted as follows:

Section 1. Requirements for Candidates for Employment

1. After following the required procedures for open, vacant positions to be filled within the city for non-uniform employment, and after advertising for the same in such manner as may be determined by City Council, the City of Monessen shall require that all candidates for employment do the following:
 - a. Successfully complete and pass a standard drug test;

- b. Successfully pass a formal background check;
 - c. Successfully complete an ethics form, to determine if there are conflicts of interest;
 - d. Submit a standard application for employment (Exhibit A) and applicable letters of reference, and a resume.
2. By submitting an application or other information to the city, for the purposes of an applicant being considered for said positions, the applicant is consenting to the procedures, reviews, checks, and tests in this section. Any candidate who fails to submit or fails to agree to submit the requested information, procedures, reviews, checks, and tests in this section will be disqualified from the application process.

Section 2. Requirements for Potential Appointees to Boards, Authorities, Commissions, or vacancies on the City's Governing Body.

1. After following the required procedures for open, vacant positions to be filled on any and all City Boards, Authorities, and Commissions, or the City's Governing Body, the City of Monessen shall require applicants to do the following, in order to be considered eligible for the position they are seeking:
- a. Successfully complete and pass a standard drug test, and;
 - b. Successfully pass a Pennsylvania State Police Criminal Record Check, and;
 - c. Successfully complete an Pennsylvania State Ethics Form, and;
 - d. Submit a standard form requesting appointment to city boards authorities, and commissions (Exhibit B), and any applicable letters of reference, and a resume.
2. In addition to part one (1), subcategories (a) through (d) of this Section, if the applicant is seeking a position on a board, authority, or commission that regularly deals with children under the ages of 18 in any capacity, the applicant shall also successfully complete and furnish to the city:
- a. Pennsylvania Child Abuse History Clearance, and;
 - b. Federal Bureau of Investigations Criminal History Background Check.
- Boards that deal with children directly and/or indirectly are as follows, but not limited to: Monessen Library Board of Trustees and the Monessen Recreation Board.
3. By submitting an application or other information to the city, for the purposes of an applicant being considered for any and all board, authority, and commission positions, the applicant is consenting to the procedures, reviews, checks, and tests in this section. Any candidate who fails to submit or fails to agree to submit the requested information, reviews, checks, and tests in this section will be disqualified from the application process.
4. The City may, at any time, request that existing board, authority, or commission members, whose mission causes them to deal directly or indirectly with children under the age of 18 years furnish the following, within thirty (30) days of the city's request:
- a. Pennsylvania Child Abuse History Clearance, and;
 - b. Pennsylvania State Police Criminal Record Check, and;

- c. Federal Bureau of Investigations Criminal History Background Check.
5. Any applicant seeking reappointment to any position must follow the procedures laid out in this resolution in order to eligible for reappointment.

Section 3. Compliance with existing laws.

These procedures as presented in this Resolution shall be conducted in compliance with and in accordance with any relevant state or federal regulations, regarding standard hiring practices, appointment of boards, authorities, and commissions, in Cities of the Third Class in Pennsylvania, appointment of vacancies on the governing board of Cities of the Third Class in Pennsylvania, or any other pertinent law.

Section 4. Repealer.

All ordinances or resolutions or parts of ordinances or resolutions insofar as they are inconsistent herewith are hereby repealed and rescinded.

Section 5. Invalidity.

In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any of the remaining provisions, sections, sentences, clauses, or parts of this Resolution; it being the intent of the City of Monessen that the remainder of the Resolution shall be and shall remain in full force and effect.

Section 6. Effectiveness.

This Resolution shall come into effect ten (10) days after enactment.

RESOLVED this ____ day of _____, 2020, by the Council of the City of Monessen, in lawful session duly assembled.

ATTEST:

John Harhai
City Administrator/City Clerk

Matthew T. Shorraw
Mayor and President of Council