

Hiring Policy

Application Process

Applications are available between the hours of 8:30 a.m. and 4:30 p.m. Monday - Friday at: Yukon City Hall, 500 West Main, Yukon, Oklahoma. You may also [download an application](#), and email it to HR@yukonok.gov. Or, you can [apply online](#).

APPLICATIONS

Written applications on such forms as prescribed by the Human Resources Director shall be filed with the Human Resources Department to commence the employment process. Employees desiring to be considered for a vacancy must submit their application no later than 4:30 p.m. on the closing date set forth on the vacancy announcement. No applications for a position shall be accepted after the closing date of the vacancy announcement. If, in the discretion of the Human Resources Director, there are not sufficient qualified candidates at the closing date, the position shall be re-opened and re-advertised. Acceptance of a written application by the City does not constitute an interview or employment, nor does it confer upon any applicant any right or privilege.

Applicants may be disqualified for consideration for employment for any of the following reasons (these are only examples and are not inclusive):

- (a) Applicant does not possess the minimum qualifications for the position.
- (b) Applicant has an unsatisfactory employment record or personnel record as evidenced by information contained on the application form or by the results of a reference and/or background checks.
- (c) Applicant having made false statements on any material facts or practiced deception on their application.
- (d) Applicant is not within the legal age limits as prescribed by law.
- (e) Applicant is physically, mentally, or otherwise unable to perform the essential functions of the position with or without reasonable accommodations.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Yukon is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable federal laws and state laws, except where a bona fide occupational qualification applies.

The City of Yukon will:

Recruit, hire, train, and promote persons in all job classifications without regard to race, religion, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

Ensure that all personnel programs such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, religion, color, sex, age, national origin, handicap, veteran status, or condition protected by applicable federal laws and state laws, except where a bona fide occupational qualification applies.

RECRUITMENT

Employees for all departments will normally be recruited through the Human Resources Department in conjunction with the hiring department. The hiring manager/supervisor will make the final selection from qualified applicants referred by the Human Resources Department and will make a recommendation to the City Manager to extend an employment offer to the selected candidate.

RECRUITMENT NOTICES

The hiring manager/supervisor shall prepare a request for personnel to fill the vacancy and submit it to the Department Manager who will either approve or deny the request, and forward it to the Human Resources Director, who in turn will review the request and forward it to the City Manager.

- (a) City employees will be given preference when applying for any approved and posted vacancy in any department for which the applicant meets the minimum standards and qualifications of the position.
- (b) The Human Resources office is responsible for the advertisement of all vacancies. A determination will be made by the Human Resources Director, in cooperation with the hiring department, whether to post the vacancy “in-house” only or to post in-house and advertise externally.
- (c) This policy does not prevent any City employee from submitting names of qualified individuals for employment consideration.

SELECTION PROCESS

- (a) The hiring department shall select the most qualified applicants for further consideration.
- (b) The hiring supervisor shall refer the most qualified applicants for further consideration to the department manager. Consistency shall be maintained in the selection process utilized for all candidates. Selection devices must be job related and designed to measure job knowledge, experience and education. The Human Resources Director must approve all selection devices.
- (c) The hiring department manager shall notify the Human Resources Director of the name of the selected applicant and return the appropriate forms to the Human Resource Department. No commitment to hire will be made at this step. The selected applicant is only that person who has been recommended for employment by the hiring supervisor/manager.
- (d) Before any offer of employment is extended by the City of Yukon, the hiring department or the Human Resource Department must conduct a reference check on the final applicant(s). The check shall include verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, and other pertinent information.
- (e) Hiring supervisors/managers may be asked to participate at steps (a) through (d) if the position is of a highly technical or specialized nature.
- (f) Hiring supervisors/managers shall inform the Human Resources Director of the date, time and place that the selected employee is to report to work.
- (g) All applicants who were not selected shall be notified, in writing, this may be an emailed letter, by the Human Resource Department.
- (h) The above procedures apply to all full-time regular positions. An abbreviated procedure may be used for part-time, temporary, or seasonal position.

ELIGIBILITY – AGE REQUIREMENTS

- (a) **REGULAR FULL-TIME EMPLOYEES** – the minimum age of any applicant who will be considered for regular, full-time employment with the City, including Fire Department candidates, shall not be less than eighteen (18) years of age.
- (b) **PART- TIME EMPLOYEES** – the minimum age for any applicant who will be considered for part-time employment with the City shall not be less than sixteen (16) years of age.
- (c) **UNIFORMED EMPLOYEES OF THE POLICE DEPARTMENT or FIRE DEPARTMENT** – the minimum age of any applicant for employment shall be twenty-one (21) years of age.

TESTING

Examinations may be developed or utilized for certain positions based on the position's responsibilities, the qualifications required, and resources available.

The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, in-basket exercises or assessment center, etc. In all cases, the testing will be job related and designed to determine the applicant's knowledge, skills, and abilities for the position. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline, up to and including discharge. In certain situations, outside consultants may be contracted to assist with test development.

The testing process will be administered as directed by the Human Resources Director or his designee unless otherwise designated to the affected department.

The City shall ensure that all testing is based on bona fide occupational qualifications.

PHYSICAL EXAMINATIONS

Applicants who are offered employment with the City may be required to submit to a physical examination, the passage of which shall be a condition of employment.

- (a) The Human Resource Department shall contact the selected applicant and schedule them for a physical examination.
- (b) If the results of the physical examination justify employment of the selected applicant, the Human Resource Department shall notify the hiring supervisor/manager.
- (c) If the physical examination is unsatisfactory, the selected applicant will not be considered for employment. A second opinion from another physician will not be accepted.

CITIZENSHIP REQUIREMENT

All employees of the City of Yukon shall be a citizen of the United States of America or have appropriate documentation of a legal right to work in the United States of America from the U.S. Immigration and Naturalization Service.

CITY EMPLOYEE PREFERENCE

So that City employees will regard municipal employment as a career, and so that turnover of personnel may be minimized, the City, will insofar as possible and consistent with the merit and seniority principles, fill position vacancies through the appointment (including promotion, voluntary transfer, or voluntary demotion) of qualified City employees.