

RURAL WATER DISTRICT No. 4
Douglas County, Kansas

POLICY NO. 3

TITLE: Employment Procedures

Rationale:

Employment practices are written to ensure that competent, well qualified employees are recruited, selected and retained to maintain a high quality water system and meet the needs of the patrons of RWD No 4. It is important to establish qualification and procedures that accomplish that purpose.

Procedure:

1. Board Responsibility – The RWD Board will:
 - Adapt procedures for the recruitment, selection, employment and evaluation of employees
 - Approve the employment of, and the employment agreement for, each employee.
 - Require that the District Administrator evaluate each District employee
 - Approve evaluation instruments developed by the Administrator.
 - Evaluate the District Administrator each six (6) months during the first year of employment and annually thereafter.

2. Recruitment - The District Administrator will:
 - Place a classified ad, seeking qualified applicants for each vacancy, in local newspapers, including, but not limited to, the Lawrence Journal World and the Baldwin Ledger.
 - Develop and compile appropriate application forms for review.
 - Ensure that all vacancy advertisements and application forms will contain the statement of Equal Opportunity Employer.

3. Selection – The District Administrator will:
 - Review the applications and report to the Board. The Board and District Administrator will identify those applicants who shall be interviewed for the position
 - Establish criteria for selection and develop structured questions to all each person interviewed.
 - Contact persons to be interviewed and set up an interview schedule.
 - Call or visit with references and/or former employers of each applicant to be interviewed.
 - Organize a committee to assist in the interview process which will include at least more than one Board member and may include another District employee.
 - Make a recommendation for employment to the full Board for their final action.

4. Employment – The District Clerk will:
 - Issue the contract a mutually agreed upon by the Board and the new employee.
 - Collect and record necessary information such as social security number
 - Assign sick leave days and vacation and administer other agreed upon fringe benefits
 - Process for payroll the deductions/reductions that the employee has chosen or are required by statute.
 - Compute monthly salary where possible.
 - Generate all documents such as the W-2 form as required by federal and state law.

5. Evaluation – The District Administrator will:
 - Develop evaluation instruments and have them approved by the Board
 - Evaluate each District employee
 - Evaluate each employee each six (6) months during the first year of employment and once each year thereafter
 - Submit each evaluation to the Board in writing
 - Base each evaluation on the employees ability to fulfill his/her job description

Approved: 1999

Amended: