

PRO-301.5 HIRING AND TERMINATION ADMINISTRATIVE PROCEDURE

1.0 Purpose.

The purpose of this Administrative Procedure is to implement Sections 301.4 and 301.5 of TRWD Board Policy 301 Employment Practices, regarding At-Will Employment and TRWD's commitment to Equal Employment Opportunity.

2.0 Scope.

This Hiring and Termination Administrative Procedure applies to all departments, divisions, and offices within TRWD, and to all TRWD employees.

3.0 Nondiscrimination in Employment Practices.

TRWD is an Equal Opportunity Employer. TRWD will not discriminate and will take affirmative measures to ensure there is no discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, national origin, age, religion, disability status, gender, sex (including pregnancy), genetic information or other legally protected category under applicable state, federal, or local law.

4.0 Role of Human Resources.

The Human Resources Department is responsible for formulating, implementing, coordinating, and monitoring all efforts regarding TRWD's commitment to equal employment opportunity. This includes recruitment and retention techniques designed to ensure TRWD's continued commitment to equal employment opportunity and non-discrimination.

The Human Resources Department should:

- Collect and analyze employment data;
- Develop recruitment techniques and hiring protocols designed to comply with TRWD's commitment to equal employment opportunity;
- Assist supervisory personnel in ensuring proper recruiting and hiring practices and arriving at solutions to specific personnel problems that comply with TRWD policies and procedures; and,
- Keep management informed of the latest developments in the laws and practices ensuring equal employment opportunity.

Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter shall be referred to the Human Resources Director.

While overall authority for implementing this Administrative Procedure and TRWD's commitment to equal employment opportunity is assigned to the Human Resources Department and, specifically, the Human Resources Director, TRWD recognizes that

equal opportunity is an organizational priority which cannot be achieved without the support and involvement of supervisory personnel at all levels.

5.0 Employment At Will.

All TRWD employees are employed “at will” and have no contractual rights or property rights to continued employment.

6.0 Hiring.

TRWD hires and advances applicants for employment based on qualifications and merit. To further this goal, TRWD uses the following hiring procedures.

Determination of vacant positions. Before engaging in action to fill a vacancy in an existing or new job position, the need to fill the vacancy must be approved by the applicable Executive Team member. For an existing position that is vacant, the hiring supervisor must review and update the current job description and provide the updated job description to Human Resources. For a new job position, the hiring supervisor must create a job description, obtain approval of the job description from the Department Director, and submit the new job description to Human Resources for review.

Solicitation of applicants for job positions. Before soliciting applicants for full-time or temporary job positions, the hiring supervisor must email the Human Resources with documented approval of the solicitation from his or her Department Director. The approval documentation submitted to Human Resources should contain the following information:

- Job title;
- Salary range;
- Whether the position has supervision over others; and,
- Job description

Human Resources will review the information submitted by the hiring supervisor and will seek final approval from the applicable Executive Team member. Once final approval has been obtained, Human Resources will contact the hiring supervisor to discuss job posting options and any specific job requirements.

Job postings. Unless a job position is filled through internal promotion or otherwise approved by the General Manager or designee, all open positions for employment with TRWD will be posted on TRWD’s external website under the Employment Section and on TRWD’s intranet site. The hiring supervisor and Human Resources will discuss other appropriate locations for the job posting as well as the duration and time the posting will be listed.

Applications. All applicants are required to complete an official TRWD job application for any open position for which they are applying. Human Resources will receive all applications for employment, save them to TRWD’s document management system, and send the applications to the hiring supervisor for review to determine if the applicants meet the educational and experience requirements set forth in the job

description and job posting.(Human Resources is not required to keep applications on file for positions not currently being solicited.)

Interview and selection of qualified applicants. The hiring supervisor reviews qualifying applications and schedules and conducts interviews with qualified applicants. Once the hiring supervisor selects an applicant, the hiring supervisor should complete the New Hire Memo at the Human Resources Department site Forms Library and submit the completed New Hire Memo via email to Human Resources.

Pre-employment screening. After Human Resources receives the completed New Hire Memo, Human Resources will contact the applicant to request his or her authorization to run required Pre-Employment Screenings. Once Human Resources receives the applicant's authorization, Human Resources will schedule and conduct TRWD's required Pre-Employment Screenings. All applicants must pass the Pre-Employment Screenings in the following order: (1) Motor Vehicle Report, if required; (2) Social Security Verification; (3) Background Check; and (4) Drug Screen, if required.

Applicants who do not pass **ALL** Pre-Employment Screenings will no longer be eligible for employment with TRWD.

Human Resources will communicate with the hiring supervisor as the Pre-Employment Screenings progress. Once an applicant officially passes all Pre-Employment Screenings, Human Resources will notify the hiring supervisor. Human Resources will work with the hiring supervisor to determine the official start date of the prospective employee.

New hire orientation. All new TRWD employees are required to attend New Hire Orientation.

7.0 Separation of Employment.

Employment with TRWD may be separated because of employee resignation, termination, retirement, or reduction in the work force.

Resignation. In the absence of a specific written agreement, employees may resign at any time. When an employee voluntarily resigns, TRWD requests a written two (2) week notice of intent to resign. Though written notice of intent to resign is not required, the common courtesy provided by written notice gives TRWD an opportunity to transition the employee's work and otherwise plan for the employee's departure.

Termination. Termination is typically utilized when all other forms of discipline have been unsuccessful and/or the supervisor has consulted with Human Resources and it is determined the severity of the situation warrants immediate termination, regardless of whether prior disciplinary action has been taken. Regardless of the foregoing statement, termination by TRWD can occur at any time, with or without notice, for any reason not prohibited by law or for no reason, as determined by the needs of TRWD. The supervisor should document the decision for termination and provide the documentation to Human Resources as soon as possible, where it will be placed in the employee's personnel file.

Separation procedures. Before leaving employment, the employee should ensure that Human Resources has a current address and contact information. This will assist with timely arrival of the W-2 form and any other appropriate paperwork. The employee should also be sure to collect all his or her personal belonging from the workplace and turn in or return all TRWD property. Upon separation, the employee's final paycheck, including any accrued vacation payouts, will be available on the next regularly scheduled payday, provided that the employee has provided the necessary information that is required to complete his or her payroll. These procedures are only guidelines and do not constitute a legal contract between TRWD and its employees.

8.0 Severance for Involuntary Termination.

Active full-time employees with five or more years of service who are involuntarily terminated by TRWD for reasons other than gross misconduct may be eligible for severance. Gross misconduct may include, but is not limited to, theft, substance abuse, violence or the threat of violence, and gross insubordination. Any employee terminated due to gross misconduct is not eligible for severance.