

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER:

ORDINANCE NUMBER: 2022-2

**TITLE: AN ORDINANCE AMENDING SECTION 104 OF THE BLACK HAWK
EMPLOYEE HANDBOOK REGARDING RECRUITMENT AND HIRING**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK,
GILPIN COUNTY:

Section 1. Pursuant to Article VIII, Section 18 of the City of Black Hawk Home Rule Charter, Section 104 of the City of Black Hawk Employee Handbook is hereby amended to read as follows:

104 RECRUITMENT & HIRING

Recruitments

The City's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria.

The City offers current employees transfers or promotions when appropriate.

To be considered for a vacant position, current employees must have completed their introductory period, have a satisfactory performance record, and have no disciplinary actions. Management retains the discretion to make exceptions to the policy.

Job Announcements

Internal Announcement Posting:

Announcements for vacancies of City positions will first be posted internally in City offices for at least five (5) working days when an opening becomes available in order to allow City employees to have advance notice on available transfers and promotions.

Public Announcement Posting:

Announcements for vacancies of City positions (including contract positions) shall be posted by Employee Services for at least five (5) working days with the City Clerk's Office. Advertisements shall be placed in approved publications and online

services when necessary to attract qualified applicants.

Process:

The City at its discretion may determine to run recruitment processes internally, or to determine to run an internal and external recruitment process concurrently. The Department Directors in collaboration with Employee Services are authorized to make a determination regarding the best manner to conduct a recruitment to address the needs of the Department.

Employment Applications

All applicants for a vacant position with the City shall complete a City Application for employment. Certain positions may require resumes as well.

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

Section 2. Safety Clause. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

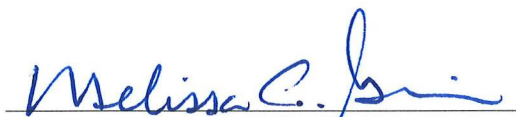
Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 26th day of January, 2022.


David D. Spellman, Mayor

ATTEST:


Melissa A. Greiner, CMG, City Clerk

