



Hiring Policy and Procedures – Option 1

1. POLICY

1.1 Objective. It is the policy of the Port of Brookings Harbor ("Port") to select employees from applicants possessing the required qualifications for a position and to do so with a fair and transparent process.

1.2 EEO. The Port is an equal opportunity employer and all employment decisions will be made without regard to the applicant's race, color, religion, gender, sexual orientation, gender identity, national origin, marital status, age (18 or over), or disability, or because the applicant associates with a person in one of the protected classifications. In addition, the Port will not discriminate against job applicants who are currently unemployed, military veterans, or who have expunged juvenile criminal records.

2. RECRUITMENT

2.1 Vacancy. Recruitment for applicants may only be commenced when there is a vacancy or anticipated vacancy in a position that has an approved job description and budget authority. Job descriptions must contain the position title, the position hours, the exempt or nonexempt status of the position, and the essential job functions and qualifications for the position.

2.2 Announcement. The announcement must include the position title, salary range, weekly hours, and a general description of the job duties. The announcement will also identify where further information and application packet may be obtained.

2.3 Posting. An announcement of the position vacancy will be posted on the Port's website for a minimum of 21 calendar days and advertised in the Curry Coastal Pilot two times per week for three successive weeks. In addition, the Port Management may advertise the position through additional mediums and in a larger geographical area as deemed necessary or prudent.

2.4 Application packet. Every applicant will be given an application packet for the position, which will include an application form, the job description, and a brief description of the Port's hiring process.

3. APPLICATIONS & SCREENING

3.1 Application form. All applicants must complete and sign a standard Port employment application form. Any incomplete application forms will be rejected. Resumes are encouraged but are not a required element of the application. Application forms may not contain any questions regarding criminal history or salary history.

3.2 Retention of records. A copy of all application forms must be retained with the appropriate search documentation. The successful applicant's application form must be retained in the applicant's personnel file.

3.3 Internal applicants. Current employees with a satisfactory employment status may apply for job openings. Internal applicants must complete required background checks or tests not previously completed.

4. INTERVIEWS

4.1 Qualified applicants. The Port Management will screen applications and resumes prior to scheduling interviews. All qualified applicants will be interviewed.

4.2 Standard administration. Interviews are to be administered with a standard process, including the equivalent treatment of applicants, avoidance of discriminatory questions and uniform interview content. Interview evaluation forms will be completed after each interview and retained with the appropriate application.

4.3 Accommodation. At the request of a disabled applicant, accommodation during the interview process may be required.

5. REFERENCES & VERIFICATION

5.1 Reference check. The Port Management is required to obtain a minimum of two reference checks from previous employers. Reference checks must be part of the applicant's evaluation and may be used as a factor in the hiring decision if the information is job-related. No offer of employment can be made before completing the hiring process, including reference checks.

5.2 False statements. If it is found that an applicant has made any misleading or false statements on the employment application or other documents, then his or her application will be denied further consideration.

6. HIRING DECISIONS, OFFERS AND DOCUMENTATION

6.1 Merit-based decisions. Hiring decisions will be merit-based. The most qualified applicant based upon qualifications, interviews, and reference checks will be selected for the position.

6.2 Veteran's preference. In accordance with ORS 408.230, the Port will grant a preference to a veteran or disabled veteran applicant who applies for a vacant position and who successfully completes the initial application screening and meets the minimum qualifications for the position.

6.3 Conditional offer. A conditional offer of employment may not be made until after the expiration of the posting period and after all applications for the position have been reviewed. A written conditional offer of employment must be issued by the Port Management to the successful applicant using a conditional offer letter template. The written conditional offer of employment will inform the

applicant that the offer is contingent upon successfully completing and passing a background check. A background check can only be initiated after a written conditional offer of employment is made to the applicant.

6.4 Background check. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job. A criminal record will not automatically disqualify an applicant from employment with the Port. The Port Management will conduct an individualized assessment of any criminal record revealed during the background check process. If individual circumstances warrant, an applicant with a criminal record may be disqualified from employment.

6.5 Final offer. Once the Port Manager receives satisfactory results from all required background checks and tests, applicants will be provided with a final job offer. If an applicant fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the Port.

7. DOCUMENTATION AND RECORD KEEPING

7.1 Pre-employment. New, transferred, rehired or promoted employees may not start work in the new position until all appropriate forms have been signed and processed.

7.2 Non-selected applicants. The Port Management is responsible for oral or written notification to all non-selected applicants who were interviewed.

7.3 Completeness. Recruitment records must include the resume and application materials of all applicants for a position, as well as documents pertaining to individuals considered for the position.

7.4 Retention of records. The Port will retain records relating to a search, selection and employment decision for a minimum of three years following the decision. Should there be a dispute, the documents must be retained until the matter is resolved, if not resolved by the conclusion of the three-year period.