

KETCHIKAN GATEWAY BOROUGH

MANAGER'S OFFICE

DEPARTMENTAL POLICY & PROCEDURE

Policy No.:	HR-51	Department Director:	Cy 4/24/13
		Assistant Manager:	
		Borough Attorney:	SRB 4/25/13
Policy Title:	Eligibility for Hire	Borough Manager:	DB 4/25/2013
		Effective Date:	4/25/2013

PURPOSE:

The Borough endeavors to hire the best candidates and to provide a safe and drug free workplace for all employees of the Ketchikan Gateway Borough. Accordingly, under some circumstances, an applicant or potential applicant is not eligible for hire. This policy clarifies those circumstances, and provides a method for a potential candidate to appeal his or her status as 'not eligible for hire'.

PROCEDURE:

The following applicants or potential applicants (referred to as 'applicant' within this policy) are not eligible for hire:

- Any previous employee fired for just cause.
- Any previous employee who resigns with less than two weeks' notice, or the contractually obligated minimum when collective bargaining agreements require less than two weeks.
- Any previous applicant who failed the pre-employment drug test.
- Any previous applicant who accepted a position and then failed to begin their employment with the Borough.
- Any applicant with a felony conviction.
- Any applicant with a misdemeanor conviction within the last five years.

Applicants or who have been identified as 'not eligible for hire' may appeal their status to the Borough Manager. To file an appeal, the applicant must submit their request in writing, and include any information they feel explains why they should be eligible for employment with the Ketchikan Gateway Borough.

The Borough Manager shall respond in writing within ten days. The Manager's response shall state whether or not the applicant's status is being revised, and shall state the reason why or why not and the factors influencing the decision.

Factors to be considered when determining whether or not to revise an applicant's status may include:

- The nature and severity of the infraction;
- The length of time since the infraction;
- The total number of infractions;
- Actions taken by the applicant relevant to the infraction, ie, participation in a drug or alcohol program or anger management program (if the applicant chooses to share such information);
- Any other relevant, non-discriminatory information.

Applicants may appeal their 'not eligible for hire' status no more than once every two years.



KETCHIKAN GATEWAY BOROUGH

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Office of the Borough Manager



KETCHIKAN GATEWAY BOROUGH Eligibility for Hire Appeal form.

According to Borough Policy HR-51, there are many incidents that would make a person ineligible for hire/re-hire.

Please use this form to explain why you would like to appeal to the Borough Manager to allow your application to be considered for the position.

Name: _____

Mailing Address: _____

What position are you applying for?

For what reason would you not be eligible for hire/re-hire? (i.e.failed pre-employment drug test, felony or misdemeanor (within 5 yrs) conviction, previously fired from the Borough, etc.)

Please explain what steps you have taken since that time to change the situation that caused you to become ineligible? (Attach additional pages if necessary) Please include any information you feel explains why you feel you should be eligible for employment.

