



## CITY OF BOWLING GREEN

304 North Church Street  
Bowling Green, Ohio 43402

### CITY OF BOWLING GREEN

### PERSONNEL POLICY LETTER #7

### HIRING PRACTICES

This letter sets forth policy regarding the employment of personnel in all City departments and divisions.

Prior to a person working in any department or division within the City, he or she must first have on record an appointment letter signed by the Mayor of the City of Bowling Green. The appointment letter shall state the job title to which he or she is employed, the compensation to be received, and the time frame in which the person is to work.

Once an appointment letter has been processed a candidate for employment must then visit the Personnel Department of the City for the sole purpose of completing all necessary employment paperwork. Employment documentation may include but is not limited to the following: federal and state tax forms, retirement fund membership forms, and insurance forms.

Regardless of the date of hire assigned to the appointment letter, a candidate for employment will not be considered to be in a paid status with the City of Bowling Green until such time as he or she has completed the necessary employment forms. Consequently, a person will not be eligible to work in or be paid for work performed prior to the date on which he or she has completed the necessary employment paperwork as provided by the Personnel Department.

Once all the necessary employment paperwork has been received in the Personnel Department, a staff person will notify the appropriate department or division, both telephonically and in writing, that the candidate for employment is now eligible to begin work. (See the attached form.)

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Furthermore all newly hired persons for full-time, non-seasonal positions shall be required to undergo and successfully pass a physical examination, including a drug screen, conducted by an examining physician selected by the Personnel Director.



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John S. Fawcett  
Personnel Director

4 Nov 1991

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Date

