



## CITY OF PROVIDENCE

### 3.4 HIRING POLICY

#### Purpose

The City of Providence is committed to attracting, hiring, and retaining highly qualified employees. This policy establishes the standards for onboarding to ensure consistency, fairness, and compliance with applicable laws, collective bargaining agreements, and City policies.

#### Scope

The scope of this policy applies to all departments and employees involved in the recruitment, selection, and onboarding process for the City of Providence, with the exception of those designated as sworn public safety personnel, for whom specific application, selection, hiring procedures and guidelines will be determined by law, the applicable collective bargaining agreement and the Public Safety Commissioner. For non-union positions, this policy shall be followed in full unless superseded by applicable law or municipal ordinance.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

#### Policy

Hiring is a critical process that integrates new employees into the City's workforce, ensuring they are informed, equipped, and supported in performing their roles effectively.

##### 1. Responsibilities

###### A. **Department of People and Culture**

1. Support departments with effective recruitment, selection, and hiring methods and service.
2. Oversees and coordinates the initial onboarding process.
3. Ensures all required documentation, background checks, and pre-employment verifications are completed.
4. Provides New Hire Orientation and ensures compliance with attendance requirements.

###### B. **Department Directors and Supervisors**

1. Complete a requisition request via the City's Posting Request Form (PRF) and participate in candidate evaluation.
2. Identify and select the prospective employee(s) to hire and recommend selection(s) to the Chief People Officer for hiring approval.
3. Provide workplace orientation, on-the-job training, and introduction to team members.
4. Establish performance goals within the first three months of employment.

###### C. **New Employees**

1. Complete all onboarding requirements, including documentation, background checks, and New Hire Orientation attendance.
2. Comply with City policies and departmental expectations.

##### 2. Talent Acquisition Standards

- ###### A. All onboarding activities shall:



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1. Comply with federal, state, and local laws.
2. Follow applicable provisions of collective bargaining agreements for union positions.
3. Maintain consistency, fairness, and transparency in treatment of all new hires.
4. Support the City's policies, standards, and service objectives.

### **B. Position Posting & Recruitment**

1. Job descriptions must be accurate, approved by the Chief People Officer, and compliant with the collective bargaining agreement where applicable.
2. Union positions will be posted in accordance with the CBA- internally for 3 days; if the position is hard to fill it will be posted for 15-20 days with permission from the Chief People Officer (CPO).
3. Non-union postings will follow City posting guidelines, posting on the City's job site, Indeed, LinkedIn, the Rhode Island League of Cities and Towns, the Brown Server listings and any specialized websites the department requests.
4. The Department of People and Culture – Talent will utilize available resources to extend job advertisement, marketing, and support departments with hiring needs.

### **C. Candidate Screening & Selection**

1. Screening and interviews must be conducted objectively, without discrimination based on job specific characteristics.
2. Internal union candidates meeting minimum qualifications shall be interviewed before external candidates for union positions. The bidding list is arranged based on seniority of those who applied within the department, seniority of those applying from another department and external/outside candidates.
3. In accordance with City Ordinance, hiring managers shall screen and interview candidates who have graduated from a Providence high school that meet the minimum qualifications for the vacant position considered.
4. Union positions shall be awarded per their seniority and qualification provisions as outlined in the applicable collective bargaining agreement.
5. Union employees applying for non-union positions will be considered along with all other applicants but will not be given priority over external candidates; selection will be based solely on the job qualifications, knowledge, skills, abilities, and other characteristics relevant to the position and operational needs.

### **D. Hiring Approval & Offer**

1. When the department's interviews are complete and a candidate has been identified for selection, the Department Director or a designee will upload a recommendation to the Asana task "Send the Chief People Officer (CPO) a Recommendation".
2. Once the CPO approves the candidate, the Talent Acquisition Manager will prepare the offer letter. For all positions an offer letter is created, sent to the candidate with background check and reference release forms required.

### **E. Onboarding Process**

1. Candidates will be sent a link to register for an onboarding session with a Talent Coordinator, and the start date will be arranged with the department supervisor. It is communicated to the candidate what information they are required to bring in to complete the hiring process.
2. All hires must complete Form I-9 within 72 hours of their first day of work. Employees unable to meet the legal compliance requirements will have their employment terminated, approval to hire rescinded, or experience a delay in being authorized to work.



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3. Department directors or their designee is expected to contact the IT Department prior to the employee's start date, request the appropriate technology and software requests via the IT Department's forms. See the [Information and Systems Security](#), and [Laptop Computer and Mobile Devices Policy](#) for more information.
4. Department directors or their designee must complete an Employee Status Change Form. For more information about this form, please contact the Department of People and Culture – Talent [hr@providenceri.gov](mailto:hr@providenceri.gov).

### F. **New Hire Orientation**

1. New Hire Orientation is mandatory for all newly hired employees, unless exempted by policy. The new employee will attend this session to receive pertinent information regarding the City, departments, resources, policies, and benefits.
2. Current employees being promoted or transferred are not required to attend New Hire Orientation. For any questions on New Hire Orientation, please contact [hr@providenceri.gov](mailto:hr@providenceri.gov).

### G. **Probationary Periods**

1. Union employees: Six (6) months for new hires; sixty 60 working days for transfers.
2. If an employee is not deemed qualified for the position during said period, the employee shall be restored to their former job and position; however, should the successful bidder receive two (2) or more notices of deficient performance and said notices identify with specificity all deficiencies with a notice of additional training, the trial period may, at the discretion of the City, be extended to ninety (90) working days unless otherwise specified in the collective bargaining agreement.

### 3. **Temporary and Seasonal Hiring**

- A. Temporary and seasonal employees are non-union and shall be hired in accordance with this policy and applicable law.
- B. All temporary and seasonal positions must have an approved job description on file with DPC prior to recruitment.
- C. Offers of employment must outline the approved number of hours per week and either a tentative end date of employment or a maximum number of hours the position is permitted to work.
- D. Departments are responsible for tracking the hours worked by each temporary or seasonal employee. Additionally, there must be a break in employment between each temporary or seasonal position.

### 4. **Employment of Minors**

- A. The City will comply with all Rhode Island state and federal child labor laws. Minors must provide a valid work permit prior to employment. Hours and duties for minors will be restricted in accordance with applicable labor regulations.
- B. 14 -15 year olds restrictions:
  1. Maximum hours
    1. RI 8 hours per day, 40 hours per week
    2. Federal - 3 hours per day (school day) - 8 hours non-school day, 18 hours per week (school week - 40 hours, non-school week)
  2. Curfew
    1. RI Employment permitted between the hours of 6 A.M. and 7 P.M. (except 9 P.M. during school vacations)



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2. Federal - Employment between the hours of 7 A.M. and 7 P.M. (except 9 P.M. from June 1st through Labor Day)

C. 16-17 year olds restrictions:

1. Maximum hours

RI 9 hours per day (9 3/5 per day in a 5 day work week.) 48 hours per week.

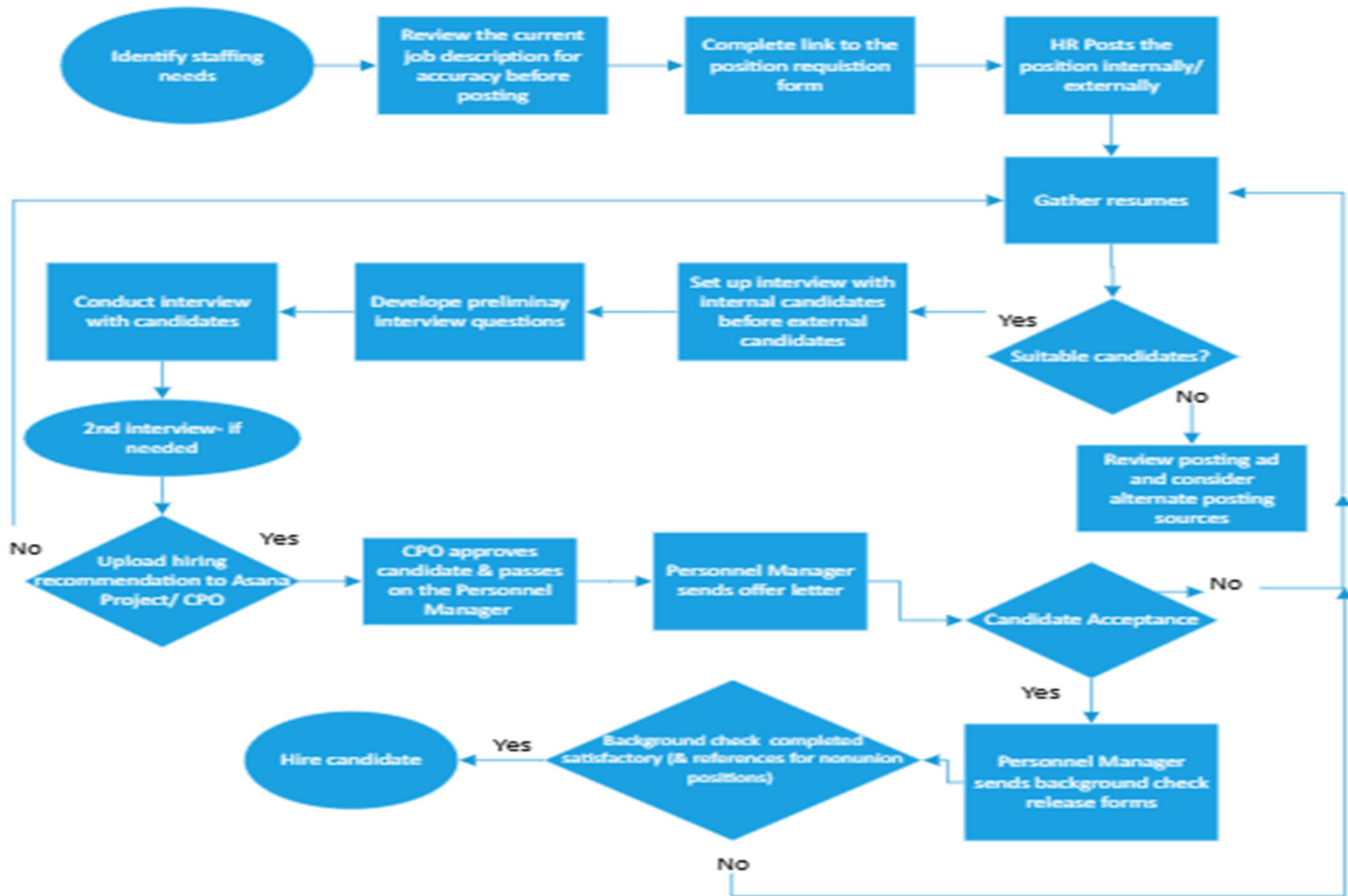
2. Curfew

STUDENTS: Employment permitted between the hours of 6 A.M. and 11:30 P.M. (if no classes are scheduled on the following day, minor may be employed until 1:30 A.M.)

**5. Compliance**

A. All departments, supervisors, and employees involved in the onboarding process are required to comply with this policy. Noncompliance will result in corrective action.

B. The Department of People and Culture is responsible for monitoring adherence to this policy, investigating potential violations, and recommending corrective or disciplinary actions as appropriate. Enforcement will be consistent, documented, and aligned with the City's standards of integrity, fairness, and accountability.



(Flow/Process Map of Hiring Process)



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### Related Policies:

Criminal Background Disqualification  
Reemployment of Retirees  
Job Request and Modification Policy  
Student Interns/ Fellows -Paid and Unpaid  
Provisional Appointments  
Information Systems and Security Policy

### Other Related Information:

Local 1033 [Collective Bargaining Agreement](#)

[City of Providence Code of Ordinance, Chapter 17, Section 17-35](#)