

## INFORMATION TO PART-TIME APPLICANTS

### Applicants for Town positions should submit the following:

- A. The standard Town of Wytheville **application form**
- B. A **resume** outlining the candidate's ability to perform the job
- C. At least **one (1) preferably three (3) letter of recommendation** (former employer, school teacher, etc.). **References cannot be employees or officials of the Town of Wytheville**
- D. Other information that may be pertinent in determining the candidate's qualifications
- E. Applications should be returned to Sheri Shelton, Human Resource Manager, in a sealed envelope.

### Town of Wytheville Goals, Expectations, Hiring, Dress, and Drug Testing Policy

#### Part-time Employee

Part-time employees are employees who regularly work from 1 to 28 hours per week. The precise hours to be worked by these employees will be determined by the department head or direct supervisor. These employees are not eligible to receive benefits offered by the Town of Wytheville.

#### The Town's goals for employees include the following:

- A. To provide equal employment opportunity and treatment regardless of race, religion, color, sex, sexual orientation, age, marital status, national origin, disability, or Vietnam era veteran status;
- B. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
- C. To be receptive to constructive suggestions that relate to the job, working conditions, or the personnel policies;
- D. To establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or department head.

#### The Town expects all employees:

- A. To demonstrate a professional, considerate, friendly, and constructive attitude toward citizens, visitors, elected officials and fellow employees;
- B. To perform assigned tasks in an efficient manner;
- C. To adhere to the policies adopted by the Town of Wytheville.

#### Hiring

The town under any of the following circumstances will not employ immediate family members, defined as parents, spouse, and children, of current Town employees:

1. Where one of the parties would have direct authority to supervise, appoint, remove, or discipline the other;
2. Where one party would be responsible for auditing the work of the other;
3. Where both parties would report to the same immediate supervisor;
4. Where other circumstances might lead to potential conflict among the parties or conflict between the interests of one or both parties.

#### Dress Code

All Town employees, including part-time employees will wear the appropriate clothing for their duties. Shorts, skorts, blue jeans, sweatpants, spandex, leggings, or other form fitting pants, bare mid-riff attire, etc., will not be allowed, with exception of those employees who would normally wear such attire, such as recreation workers, pool personnel, and employees working in the field. All employees shall be required to wear shirts at all times with exception of pool personnel. Clothing with obscene or graphic symbols or wording, such as hats and shirts, will not be allowed. Tattoos that depict vulgar images or display inappropriate language shall not be publicly visible. Facial piercing is prohibited with exception of the ears. However, if piercing on other parts of the body become a safety issue and prohibit the employee from performing their duties, they, likewise, will be prohibited.

#### Drug Testing Policy

The Wytheville Town Council hereby sets forth that all prospective employees must submit to a drug/alcohol test. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by the Town of Wytheville is conditioned on the prospective employee testing negative for illegal substances. All expenses related to the pre-employment test will be incurred by the Town.

All employees, with exception of those identified in Section 2.7 (G), Commercial Motor Vehicle Operations Policy, will be subject to random alcohol and drug testing by the Town. The rate at which the Town shall randomly test its employees for both alcohol and controlled substances shall be at a minimum rate of twenty-five (25%) annually of the average full-time and part-time employee positions.

**Applications are placed on file under the provisions of the Virginia Public Records Act.**