

POLICY NUMBER:

APM- 2 - 02

DATE:

March 24, 2003

ISSUED BY:

Linda Haskins

City Manager/Designee


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION	DATE OF REVISION
Created	02/11/02
Revised	03/04/03

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SUBJECT: SELECTION PREFERENCE FOR CITY RESIDENTS

PURPOSE: To establish a policy for granting selection preference to new hires to the classified service who are City of Miami residents within ranking bands resulting from the interview process. This is in keeping with Resolution No. 01-690.

Effective this date, this administrative policy supersedes all previous directives relating to the selection preference of residents of the City of Miami. This policy does not supersede Veteran's Preference Law or any preferences granted pursuant to existing labor agreements.

The Policy will be as Follows:

"New hires", for the purposes of these procedures, shall be defined as persons who have not been previously employed by the City of Miami in the classified service subsequent to their most recent date of hire.

All new hires appointed to full-time classified positions from ranking bands resulting from the interview process, outlined by LMP-3-92, shall be in accordance with its terms. Selection preference will be granted to residents of the City of Miami in the following order: 1) Preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, and 4) non-City residents.

"City residents" shall be defined as individuals who live within the municipal limits of the City of Miami and provide two (2) acceptable forms of residency at the time of application and subsequently at the time of interview.

Applicants bear the duty of providing adequate documentation at the time of application, in order for residency to be established. If an applicant moves out of the limits of the City of Miami after time of application and prior to appointment, then he or she will not be granted the selection preference.

I RESPONSIBILITIES

- A Each operating department shall be responsible for assuring that selection preference for residents of the City of Miami is made in accordance with this Policy.
- B The Department of Employee Relations shall ensure that no certification list is approved if it does not comply with the provisions herein.

II ACCEPTABLE PROOFS OF RESIDENCY

Copies of these documents must be submitted to the Department of Employee Relations prior to commencing the selection process. Documents must bear the applicant's name and address to be acceptable. Acceptable proof of residence includes **any two (2) of the following**:

- A Utility bill dated within 60 days of the date of submission
- B Valid Florida Driver License or State-issued I.D.
- C Property Tax Statement dated within 1 year of the date of submission
- D Properly executed valid lease agreement
- E Homestead Exemption dated within 1 year of the date of submission
- F Motor Vehicle Registration dated within 90 days of the date of submission
- G Official school records or transcripts, dated within 90 days of the date of submission
- H W-2 (or 1099) Tax Form dated within 1 year of the date of submission