

# FACT SHEET ABOUT EMPLOYMENT

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## CITY OF OAK RIDGE

### HOW TO APPLY

You can receive an application if you walk in or write to the Personnel Department, Municipal Building, P.O. Box 1, Oak Ridge, Tennessee 37830-0001, or telephone the office at (865) 425-3564. You may also download or complete an application from the City's website at [www.oakridgetn.gov](http://www.oakridgetn.gov). Your application will be accepted at any time by mail, email ([personnel@oakridgetn.gov](mailto:personnel@oakridgetn.gov)), fax (865-425-3421) or during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. You need only one application to be considered for all vacant jobs for which you qualify, but you are responsible for contacting the Personnel Department as individual positions of interest become available. You must fill out the application form completely, and all statements on the form are subject to verification.

### RESIDENCY

You do not have to be a resident of Oak Ridge to make application. However, some positions require that the successful applicant move into the corporate limits of Oak Ridge. All employees of the City are encouraged to live in Oak Ridge and become involved in the community.

### WHAT HAPPENS TO YOUR APPLICATION

Applications are kept on file for a minimum of two calendar years. You may bring your application up to date at any time.

You are responsible for notifying the Personnel Department of any change of name, address and/or phone number.

The City advertises in local newspapers, social media and lists vacancies with the Career Center (Tennessee Department of Labor and Workforce Development). Openings are also listed on the Personnel Department's Jobs Line at (865) 425-3560 and on our Web Page ([jobs.oakridgetn.gov](http://jobs.oakridgetn.gov)). Applications are accepted for a specified time following each announcement of a vacancy. If you have an application on file and wish to be considered for a specific opening, you need to notify the Personnel Department at (865) 425-3564. Your application will then be placed with the others which have been received and will be reviewed by the appropriate City staff members.

Some individuals are requested to come in for an oral interview and personal references and former employers are contacted. When all the data is gathered, the Department Director of the position vacancy will recommend the applicant who appears to be best qualified; and the appointment is made by the City Manager.

### CONDITIONS OF EMPLOYMENT

To qualify for certain jobs you may be required to take a written test. The tests are scheduled by the Personnel Department whenever there is a specific recruitment. Some applicants are also given a physical performance test and must pass a psychological examination.

Applicants for regular, full and part-time positions must pass a complete physical examination and drug screening as a condition of employment. Seasonal applicants only need to pass a drug screening.

The City appoints, promotes, and terminates on the basis of competence and fitness without regard to race, color, religion, national origin, politics, gender, age, marital status, veteran status or physical disability which will not interfere with the performance of duties.

All regular employees serve a six months' probationary period. During probation you may be removed without right to grievance procedures or tenure. Uniformed Police and Fire Department employees serve a twelve months' probationary period.

### PAY

The City has a Pay and Classification Plan which ensures that "equal pay is given for equal work." Periodically, pay rates for the various types of work are reviewed. Pay increases are by no means automatic and must be funded by City Council during the fiscal year budget adoption process.

### FRINGE BENEFITS

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| 4 Weeks General Leave 1 <sup>st</sup> Year  | Medical Insurance   |
| 4 ¾ Weeks General Leave 2 <sup>nd</sup> and 3 <sup>rd</sup> Years                   | Employee Assistance Program                                   |
| 5 Weeks General Leave After 3 Years   | Basic and Supplemental Life Insurance                         |
| 6 Weeks General Leave After 15 Years  | Retirement Plan (under State system)                          |
| 3 ½ Weeks of Emergency Leave When Hired (must build to 10 weeks; use is restricted) | Reimbursement Program for Dental, Optical and Hearing Devices |
| 11 Paid Holidays  | Long-term Disability Program                                  |
| Deferred Compensation Plan  | Long-term Care  |

### TEMPORARY AND SEASONAL EMPLOYEES

Temporary and seasonal employees are usually students appointed in such positions as lifeguards, recreation leaders, library pages, administrative interns etc. These employees, whether fulltime or part-time, are not eligible for any leave benefits, medical insurance, or retirement benefits.