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Policy Title: **RECRUITMENT AND JOB POSTING**

Policy Number:	EP 1.2
Revision Date	12/1/2014
Approved By:	Rocco Iannarelli Acting Senior Vice-President, Enterprised Shared Services
Executive Owner:	Barbara Coles Director, Recruiting
Content Owner:	Barbara Coles Director, Recruiting

When applicable, the Content Owner partners with the attorney assigned to his/her department/workgroup to write and review the policy.

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Revision Date	Revision	Description/Modification	Author
12/01/2014	0	Converting to new format. There were 11 prior revisions of this Policy	Barbara Coles

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1 PURPOSE AND SCOPE

The goal of the job posting policy is to ensure that employees are made aware of and have the opportunity to apply for open Full-time, Part-time and Provisional salaried positions either before or concurrent with the Authority's consideration of external candidates for employment. However, there may be exceptions to this process, for example, if a qualified internal candidate or temporary employee from the hiring department or Business Unit has been identified. Under such circumstances, authorization must be obtained in writing from the Senior Vice President of Enterprise Shared Services or his/her designee, and the President and CEO.

2 APPLICABILITY

2.1 The job posting program makes information available to Authority employees, regarding Full-time, Part-time and Provisional salaried openings throughout the organization, including the requirements for each job.

2.2 The New York Power Authority considers all internal (with the exception of current members of the Board of Trustees) and external applicants for employment, in accordance with all applicable Federal, State and local laws governing non-discrimination in employment in every location in which it maintains offices or facilities. The Authority also provides reasonable accommodation to individuals with a disability in accordance with applicable law.

3 INITIALISMS (ACRONYMS) AND DEFINITIONS

Relatives - Refers to spouse, domestic partner, parents, children, sisters, brothers, sisters-in-law, brothers-in-law, parents-in-law, sons/daughters-in-law, aunts, uncles, nieces, nephews, cousins, and grandparents by blood relationship or by marriage or family members residing in the same household.

4 RESPONSIBILITY

Responsibility and oversight of this policy resides with the approver unless otherwise noted here in.

5 POLICY IMPLEMENTATION

5.1 Job Posting

5.1.1 To be eligible to apply for a posted position an applicant must:

a) Meet the position requirements and qualifications stated in the Posting
b) Be capable of performing the essential functions of the job, with or

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without reasonable accommodation;

c) Have a job performance that is acceptable within the guidelines of the Authority's prevailing performance management system;

d) Have been in their current position for at least 12 months.

5.1.2 Salaried vacancies below the senior management level are generally posted on the *Powernet* and the Authority's website (www.nypa.gov). If a qualified internal candidate or temporary employee from the hiring department or Business Unit has been identified, an exception may be made with the approval of the Senior Vice President of Enterprise Shared Services, or his/her designee, and the President and CEO.

5.1.3 Salaried positions covered under this policy, which are not expected to be filled within the work group, department or Business Unit, will be posted on the *Powernet* and the Authority's website for at least ten working days, however, external recruitment efforts may commence simultaneous with the posting.

5.1.4 All members of the Board of Trustees are prohibited from seeking paid employment at NYPA while serving on the Board of Trustees. All trustees shall sign a certification acknowledging their understanding and commitment to follow this requirement.

5.1.5 Offers of employment are contingent upon successful completion of pre-employment requirements, which include a comprehensive background investigation for all potential new hires and possible other candidate screening (i.e., aptitude test, drug screening, etc.) as the Authority deems appropriate.

5.1.6 Within three business days of employment, new employees must prove identity and eligibility to work in the United States by providing original documents established as criteria by the Immigration and Reform Control Act to their HR representative. If an employee is unable to present the required documents within the 3 business days, they may not work or continue rendering services to the Authority.

5.2 Internal Job Application Process

5.2.1 During the posting period, interested employees can apply via the Powernet.

5.2.2 If an employee interviews for a position at another NYPA location, he/she may be

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eligible for reimbursement for travel related expenses. If offered, and the employee accepts the position, he/she may be eligible for reimbursement of certain relocation costs. Employees should discuss these issues and options with their HR representative during the interview process.

5.2.3 Employees are encouraged to notify their supervisor when they are selected for an interview. However, employees are not expected to disclose that they are applying for a position if they are not selected for an interview. Employees being considered for a position should expect hiring managers to request and review performance information and evaluations while making a hiring decision and consult with an internal applicant's current supervisor.

5.2.4 Applying for an internal position does not guarantee an interview. Hiring managers will strive to interview those with the experience and qualifications that most closely match the requirements of the position. Internal candidates who are not selected will be notified.

5.2.5 Position transfer dates are determined in consultation with current supervisors. The business unit heads along with the managers of both the vacating and receiving departments must agree on a transfer date to ensure that such transfer occurs within four weeks after an offer has been accepted. The status of current work assignments and available back-up resources will be taken into consideration when determining the transfer date.

5.2.6 All changes in pay will be consistent with the guidelines established by the Compensation Program. The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department or work group. Employees may choose to accept or decline offers without negative repercussions in their current position.

5.2.7 Special conditions may arise when an exception to this policy is appropriate. Under such circumstances, authorization must be obtained from the Senior Vice President of Enterprise Shared Services or his/her designee.

5.3 Employment of Employee Relatives

5.3.1 Disclosure of relationships required as follows:

a) Individuals seeking employment with the Authority must inform the

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Authority's HR Representative, in writing, if they have a relative (as that term is defined below in 5.3.3) currently working at the Authority when applying for employment. The applicant must disclose the name of the relative, the familial relationship, title or position held by the employee, as well as the site or location at which the relative works.

b) Employees must inform their supervisor and the Vice President and Chief Ethics & Compliance Officer when a relative (as that term is defined below in 5.3.3) is transferred, demoted or promoted to a position where either the relative or the employee will have personnel decision related responsibilities, or supervisory responsibilities over their relative. The employee must disclose the name of the relative, the familial relationship, title and position held by the employee, as well as the site or location at which the relative works.

c) Employees must inform their supervisor and the Vice President and Chief Ethics & Compliance Officer when another employee becomes their relative (as that term is defined below in 5.3.3) and where either person will have personnel decision related responsibilities, or supervisory responsibilities over the other person. In such instances, both employees must disclose the name of the relative, the familial relationship, title and position, as well as the site or location at which they work.

5.3.2 Employees and trustees may not take part in any hiring or employment decision relating to their relatives. Relatives of active employees or trustees will not be employed on a permanent or temporary basis unless authorization is approved by the Senior Vice President of Enterprise Shared Services, or his/her designee, and the President and CEO. Such authorization may be granted under circumstances where the candidate is the most qualified for the position. The circumstances for which an authorization is sought must be in writing.

5.3.3 The Authority will not consider employment applications, promotions or transfers for individuals whose employment, promotion or transfer would result in a supervisory relationship between them and a relative (as defined in 5.3.3) or one where a conflict of interest may exist or later arise. Exceptions to these guidelines require authorization of the Senior Vice President of Enterprise Shared Services, or his/her designee, as well as the Vice President and Chief Ethics & Compliance Officer. Any such request must be in writing.

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5.3.4 If current employees become relatives after starting employment with the Authority, then such relatives must not be in a direct line of supervision or have any personnel related responsibilities that could affect each other. In the event this occurs, the Authority may transfer the employee or take any other employment action necessary to eliminate the conflict of interest. Any questions concerning such change in status should be directed to the Authority's Vice President and Chief Ethics & Compliance Officer.

5.4 Prohibition against Consideration of Politics in Employment

5.4.1 The Authority expressly prohibits employees involved in recruiting, interviewing or hiring or making promotional, disciplinary or other employment decisions relating to NYPA employees, from asking any such applicant or employee to reveal: (a) the political party affiliation of the applicant; (b) whether the applicant has made campaign contributions to any political party, elected official, or candidate for elective office; or (c) whether the candidate voted for any elected official or candidate for elective office.

5.4.2 The provisions of paragraph 5.4.1 shall not apply to circumstances where such inquiry is necessary for the proper application of State law or approved state authority or New York State public authority rules, policies or practices (e.g., inquiring about party affiliation where State law limits the number of members of a State board who can be from the same party).

6 PENALTIES

Any employee who knowingly violates the provisions of this Policy will be subject to appropriate disciplinary action up to and including termination.

7 REFERENCES

N/A

8 POLICY REVIEW AND EXPIRATION

This policy will be reviewed on December 1, 2015

9 ATTACHMENTS

N/A

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Rocco Quinn

Acting Senior Vice-President, Enterpirse Shared Services

1/6/15

Date