

PLEASE REFER TO THE PORTION OF THE EMPLOYEE POLICIES ENTITLED DISCLAIMERS WHERE YOU WILL FIND A STATEMENT WHICH PERTAINS TO ALL EMPLOYEE POLICIES, INCLUDING THIS ONE.

## RECRUITMENT AND JOB POSTING

- 1.1 The New York Power Authority considers all internal 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.
- 1.2 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.
- 1.3 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.

### Job Postings

- 2.1 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 conditions that would result in a decision to bypass the posting process, for example, if an internal candidate or temporary employee from the hiring department or Business Unit has been identified.
- 2.2 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.
- 2.3 To be eligible to apply for a posted position an applicant must:
  - a) Meet the minimum position requirements stated in the posting;
  - b) Be capable of performing the essential functions of the job, with or 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.
- 2.3 Salaried vacancies below the senior management level are generally posted on the *Powernet* and the Authority's website ([www.nypa.gov](http://www.nypa.gov)). Exceptions may be made at the discretion of the Human Resources Department Head, or if an internal candidate or temporary employee from the hiring department or Business Unit has been identified.
- 2.4 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.

#### Internal Job Application Process

- 3.1 During the posting period, interested employees can apply via the *Powernet*.
- 3.2 If an employee interviews for a position at another NYPA location, he/she may be 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.
- 3.3 Employees are required to notify their supervisor when they are selected for an interview. However, employees are not required 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.
- 3.4 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.
- 3.5 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 will be taken into consideration when determining the transfer date.
- 3.6 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 repercussions in their current position.

- 3.7 Special conditions may arise when an exception to this policy is appropriate. Under such circumstances, authorization must be obtained from the Human Resources Department Head.

#### Employment of Employee Relatives

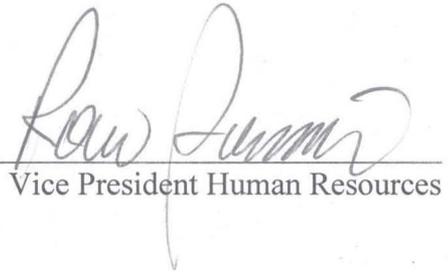
- 4.1 Employees may not take part in any hiring or employment decision relating to their relatives. The term "employee relative" shall mean any person living in the same household as the employee, officer or trustee and any person who is a direct descendant of that individual's grandparents or the spouse of such descendant. If a hiring or employment matter arises relating to an employee's relative, then the employee must advise his or her supervisor of the relationship, and must be recused from any and all discussions or decisions relating to the matter.
- 4.2 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 4.1), or one where a conflict of interest may exist or later arise. Although there may be exceptions to these guidelines, the Authority will discourage these working relationships between relatives. Any exceptions to this section require the authorization of the Human Resources Department Head, or their designee, on a case-by-case basis and will include a review of various considerations, including, but not limited to the Authority's business needs, succession planning initiatives, and the nature of the relationship between the affected Authority employee and the applicant for employment, promotion or transfer.

#### Prohibition Against Consideration of Politics in Employment

- 5.1 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.
- 5.2 The provisions of paragraph 5.1 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).

Penalties

- 6.1 Any employee who knowingly violates the provisions of sections 4.1 or 5.1 of this Policy may be subject to appropriate disciplinary action up to and including termination.



Row Sumner  
Vice President Human Resources