



## ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 503: ORIGINAL APPOINTMENTS

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### A. General Provisions

1. All original appointments in the Classified Service shall be made in accordance with Kettering Civil Service Commission Rules. All original appointments and reinstatements in the Classified or Unclassified Civil Service shall be coordinated through the Human Resource Department.
2. The City Manager is the appointing authority for the City. By this policy, the City Manager delegates to Department Directors, in conjunction with the Human Resource Department, the authority to appoint persons to full-time, regular part-time, temporary part-time, seasonal and special positions consistent with the Personnel Ordinance and budget.
3. The original appointment of a classified civil service employee is not final until the individual satisfactorily completes their probationary period. The introductory period for unclassified employees is likewise for close evaluation of new employees even though such employees do not obtain Civil Service protection.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

12/20/22  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

12.22.22  
Date

Jenny Smith  
Jenny Smith  
Human Resource Director