



City of Pittsburgh Operating Policies

Policy: Pre-employment and Promotional Real Estate Tax Investigation/Verification	Original Date: 2/26/2010
	Revised Date:

PURPOSE: To establish guidelines regarding the investigation/verification of an individual's current City of Pittsburgh Real Estate Tax status. This would be applicable towards all prospective new hires, rehires and internal promotional candidates.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to conduct City of Pittsburgh Real Estate Tax investigations on all prospective new hire, rehire, and internal promotional candidates. Our policy is a proactive effort to ensure that all above mentioned individuals comply with payment of Real Estate Tax on any real estate owned within the City of Pittsburgh.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE

PRE-EMPLOYMENT

- 1) In accordance with the City of Pittsburgh Employment Policies, all considered applicants will be made aware of our Pre-employment Real Estate Tax Investigation/Verification Policy at the time of application.
- 2) Once the applicant selection process has identified specific candidates and/or at the time of the second round of interviews, but before the position is offered, the hiring authority will re-inform candidates of the City's Pre-Employment Real Estate Tax Investigations Policy and issue the City of Pittsburgh Personnel Property Form for the candidate's completion.

- 3) The hiring authority will ensure that the Personnel Property Form is completed in its' entirety and collected.
- 4) The hiring authority will forward the completed City of Pittsburgh Personnel Property Form to the Department of Personnel and Civil Service Commission (P&CSC), to the attention of the Supervisor of Applications and Records immediately following the collection.
- 5) The Supervisor of Applications and Records will forward the completed City of Pittsburgh Personnel Property Form to the Department of Finance Treasurer.
- 6) The Department of Finance Treasurer will conduct an investigation identifying if the prospective new hire or rehire candidate has satisfied any/all Real Estate Property Tax commitments to the City of Pittsburgh.
- 7) The Department of Finance Treasurer will then forward this information to the Department of Personnel and Civil Service Commission (P&CSC), to the attention of the Supervisor of Applications and Records.
- 8) If the candidate **has** satisfied all Real Estate Tax commitments, an "all clear" message from the Supervisor of Application and Records will be sent. If the candidate **has not** satisfied any aspect of the City of Pittsburgh Real Estate Tax, then the Supervisor of Application and Records will alert the Director of Personnel and Civil Service Commission.
- 9) Upon receipt of delinquent tax information, the Director of P&CSC will then contact the hiring department's Director for discussion concerning these issues.
- 10) The hiring authority may then proceed to extend employment offers to any approved candidate of their selection. Under no circumstances may an employment offer be made prior to the determination approval of the Director of P&CSC. For temporary seasonal hires, it is the prerogative of the Director of the hiring authority to permit the seasonal employees to begin work while a Real Estate Tax investigation/verification is being conducted. Continued temporary seasonal employment is contingent upon the results of the real estate tax investigation/verification.
- 11) Candidates who do not successfully pass the Real Estate Tax investigation do not have the right to an appeal process, unless there are exceptions under civil service regulations.
- 12) Candidates being considered for Civil Service competitive positions (Police Officer & Firefighter) do have appeal rights based on Section 10

of the General Civil Service Act. Notifications will be sent in these cases to inform candidates of their Civil Service right to appeal.

- 13) All Personnel Property Forms and collected results will be filed in the P&CSC office in the personnel files for selected candidates and/or in candidate's application record along with the official applications for employment.

PROMOTIONAL

- 1) In accordance with the City of Pittsburgh Employment Policies, all considered promotional applicants will be made aware of our Pre-employment Real Estate Tax Investigation/Verification Policy at the time of application.
- 2) Once the applicant selection process has identified specific candidates and/or at the time of the second round of interviews, but before the position is offered, the hiring authority will re-inform candidates of the City's Pre-Employment Real Estate Tax Investigations Policy and issue the City of Pittsburgh Personnel Property Form for the candidate's completion.
- 3) The hiring authority will ensure that the Personnel Property Form is completed in its' entirety and collected.
- 4) The hiring authority will forward the completed City of Pittsburgh Personnel Property Form to the Department of Personnel and Civil Service Commission (P&CSC), to the attention of the Supervisor of Applications and Records immediately following the collection.
- 5) The Supervisor of Applications and Records will forward the completed City of Pittsburgh Personnel Property Form to the Department of Finance Treasurer.
- 6) The Department of Finance Treasurer will conduct an investigation/verification identifying if the prospective promotional candidate has satisfied any/all Real Estate Property Tax commitments to the City of Pittsburgh.
- 7) The Department of Finance Treasurer will then forward this information to the Department of Personnel and Civil Service Commission (P&CSC), to the attention of the Supervisor of Applications and Records.

- 8) If the candidate **has** satisfied all Real Estate Tax commitments, an “all clear” message from the Supervisor of Application and Records will be sent. If the candidate **has not** satisfied any aspect of the City of Pittsburgh Real Estate Tax, then the Supervisor of Application and Records will alert the Director of Personnel and Civil Service Commission.
- 9) Upon receipt of delinquent tax information, the Director of P&CSC will then contact the hiring department’s Director for discussion concerning these issues.
- 10) The hiring authority may then proceed to extend employment offers to any approved candidate of their selection. Under no circumstances may an employment offer be made prior to the determination approval of the Director of P&CSC.
- 11) Candidates who do not successfully pass the real estate tax investigation do not have the right to an appeal process, unless there are exceptions under civil service regulations.
- 12) Candidates being considered for Civil Service competitive promotional positions (Police & Fire Bureau) do have appeal rights based on Section 10 of the General Civil Service Act. Notifications will be sent in these cases to inform candidates of their Civil Service right to appeal.
- 13) All Personnel Property Forms and collected results will be filed in the P&CSC office in the personnel files for selected candidates and/or in candidate’s application record along with the official applications for employment.