

Employment Requirements

Oath of Office

Every officer of the Village of New Miami shall take an oath of affirmation before entering his or her duties.

Application for Employment

A job application must be made before any offer of employment is extended.

Probationary Period

Probationary period for Village Employees will be carried out by rules set in the Ohio Revised Code for applicable positions, or for a period as set in the job description by the council for other positions. The probationary period will be used to ensure that the employee can perform their assigned position, and for training and supervision.

Hourly rate employee period.....90 days

Administrative, technical and sub - professional.....180 days

Manager, Supervisor / Department Head, Police officer and firefighter.....6 months

(Some positions requiring certification may involve a one year probation)

Pre-Employment Drug Screening and Background Check

A pre-employment drug screen and police criminal record check may be a part of your pre-employment screening. Refusal to submit to either will disqualify your application.

Random Post-Employment Drug Screening

Random or spontaneous drug testing may be required of any employee. Drug testing will be at village expense during the employee scheduled work hours, and is not optional. Failure to immediately comply with a request to be tested shall result in the immediate termination of employment of the employee refusing to be tested.