

**Laura Orlando**

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**From:** Laura Orlando  
**Sent:** Wednesday, April 5, 2017 3:30 PM  
**To:** 'Matthew Miller'; Kim Mason-Hatt  
**Cc:** Chris Risen; [petera@SummitLaw.com](mailto:petera@SummitLaw.com)  
**Subject:** RE: Job Postings

I'd be happy to do that. I'll try to get it out this afternoon.

**Laura Orlando,**  
Human Resources Director  
telephone: (425) 921.5746

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**From:** Matthew Miller [<mailto:MatthewM@council2.com>]  
**Sent:** Wednesday, April 5, 2017 1:38 PM  
**To:** Laura Orlando; Kim Mason-Hatt  
**Cc:** Chris Risen; [petera@SummitLaw.com](mailto:petera@SummitLaw.com)  
**Subject:** RE: Job Postings

Laura,

Would a solution to the situation be a memo sent to all employees stating that there is has been a change to job postings at the City of Mill Creek and provide guidance to the employees about how to locate the job postings? It would be helpful if the memo also announced the open positons that are posted currently.

Would that be possible?

Matthew A. Miller  
Washington State Council  
County and City Employees, AFSCME, AFL-CIO  
3305 Oakes Avenue  
Everett, WA 98201  
425-303-8818

"Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has."

Margaret Mead

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**From:** Laura Orlando [<mailto:LauraO@cityofmillcreek.com>]  
**Sent:** Tuesday, April 04, 2017 8:20 PM  
**To:** Kim Mason-Hatt <[kimm@cityofmillcreek.com](mailto:kimm@cityofmillcreek.com)>

Cc: Chris Risen <[chrisr@cityofmillcreek.com](mailto:chrisr@cityofmillcreek.com)>; Matthew Miller <[MatthewM@council2.com](mailto:MatthewM@council2.com)>; [petera@SummitLaw.com](mailto:petera@SummitLaw.com)  
Subject: RE: Job Postings

They actually are posted internally as well as externally.....there is a "Career Center" link on the ADP Employee portal (the home page) that goes directly to the job postings. This page is automatically updated when I open the jobs in ADP. Since we started using the recruitment module a few months ago, we no longer need to type up separate job announcements in Word doc format. Perhaps some employees have not run across the link, so I will put a reminder in the Monday Minute this next week. Also, if you'd like me to come to a union meeting or other staff meeting and go over this I would be happy to. Just let me know what I can do to assist.

Thanks,

**Laura Orlando,**  
Human Resources Director  
telephone: (425) 921.5746

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**From:** Kim Mason-Hatt  
**Sent:** Tuesday, April 4, 2017 4:25 PM  
**To:** Laura Orlando  
**Cc:** Chris Risen; [matthewm@council2.com](mailto:matthewm@council2.com); [petera@SummitLaw.com](mailto:petera@SummitLaw.com)  
**Subject:** Job Postings

Laura,  
The two new jobs we spoke about were posted externally but not internally as per section 17.2 of the CBA. Please advise how the City is going to comply with the provision.

**Section 17.2** All bargaining unit positions that are going to be filled, shall be internally for at least six (6) working days to allow any interested employees in bargaining unit to apply. All employees in the bargaining unit who apply for a and who meet the minimum qualifications shall be granted an interview for the

Thanks!



**Kim Mason-Hatt**  
Administrative Assistant  
[kimm@cityofmillcreek.com](mailto:kimm@cityofmillcreek.com)  
P: 425-921-5730 | F: 425-745-9650

*NOTE: This email is considered a public record and may be subject to public disclosure.*

## Laura Orlando

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**From:** Laura Orlando  
**Sent:** Wednesday, April 5, 2017 6:59 PM  
**To:** \_All Employees  
**Subject:** Job Openings

Announcement to employees:

Please take note of some recently posted job openings here at the City. We are recruiting internally and externally for the following positions:

- Accountant
- Communications & Marketing Coordinator
- (2) Seasonal Maintenance Aides

You can always find up to date recruitment information via the ADP Home Page in the "City News & Info" section. Just click on the link that says "Career Center" to see any current openings. We welcome employees to pass recruitment information along to qualified friends, family and acquaintances that would be interested in working here.

Applications are accepted through our ADP Career Center, accessible through the portal and on the Mill Creek website.



Laura Orlando  
Human Resources Director  
[lurao@cityofmillcreek.com](mailto:lurao@cityofmillcreek.com)  
P: 425-921-5746