

Category 300
Number: 311

Subject: **RECRUITMENT, SELECTION AND APPOINTMENT**

1. **PURPOSE:** It is the purpose of this policy to establish a system of uniform and appropriate rules and regulations regarding the Recruitment, Selection and Appointment of County Personnel that shall improve the quality of personnel administration in the County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for developing and implementing this policy by conducting an active recruitment program to meet County staffing needs. The Controller's Office will periodically educate employees on benefits available to them.
5. **DEFINITIONS:** Types of employment are defined as follows:
 - 5.1 **Regular Full-time.** An employee who works at least seventy-two (72) hours per biweekly pay period on a regular basis and who has completed the probationary period.
 - 5.2 **Regular Part-time.** An employee who works forty (40) or more hours per biweekly pay period on a regular schedule in a budgeted position and who has completed the probationary period but does not work the required number of hours to be considered a full-time employee.
 - 5.3 **Part-time.** A casual employee who normally works less than twenty (20) hours per week as needed or on call, is not filling a regular (budgeted) position, and is paid from funds specifically allocated for the purpose of augmenting the regular workforce. (Part-time employees may fill in for absent employees resulting in over twenty (20) hours per week for short periods of time.) Part-time employees shall be hired through the open competitive selection process.
 - 5.4 **Temporary.** An employee who may work either full-time or part-time but is hired for a limited period of time for special projects, during a heavy workload period or to fill in for an absent employee. The period of employment shall not exceed the special project, absence of a permanent employee or the period of heavy workload, or be of sufficient duration to result in entitlement to unemployment compensation. The services of temporary employment agencies shall be utilized whenever practical and economically feasible.

5.5 Probationary. Each new Regular Full-time and Regular Part-time employee shall receive provisional appointments and serve a six (6) month probationary period before his/her appointment becomes regular. Probationary employees must obtain a rating of satisfactory or better at the completion of his/her probationary period in order to become regular. In the event the employee fails to satisfactorily complete the probationary period, the department may reassign, release or discharge the employee from the position. Upon approval of the Personnel Division or designated official, the department may extend the probationary period up to an additional 180 days, upon notifying the Personnel Division in writing. Every reasonable effort will be given to ensure that newly hired employees are provided sufficient training during the period.

5.5.1 An employee who transfers to an equal or lower pay grade or receives a promotion is also on a probationary period under this definition, but for only 90 days with an extension up to an additional 90 days upon approval of the Personnel Division or designated official. During this period, the employee will continue to maintain scheduled specified benefits based on his/her status in his/her former position in accordance with this manual. The employee may request to be returned to his/her former position within 30 days of the appointment, only if the position is still available. The decision for reappointment is at the discretion of the former department.

6. POLICY: It shall be the policy of the County of Saginaw to recruit and select the most qualified persons for positions in the County service. Recruitment and selection shall be conducted in a manner to ensure open competition, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, politics, age, mental or physical handicap, or other non-job related factors. The administrative procedures on filling positions are continued in Section 7 of this policy.

7. ADMINISTRATIVE PROCEDURES:

7.1 Recruitment. The Personnel Division shall develop and conduct an active recruitment program to meet County staffing needs.

7.2 Application for Employment. A standard County application form must be completed for all positions. However, during the recruitment period, a resume will be accepted if followed by submission of the standard form prior to final selection.

7.2.1 Applications will be accepted only for posted jobs during the posting period. Exceptions: Typist Clerk and positions designated by Department Heads and the Personnel Division as exceptions because of problems in recruiting sufficient qualified applicants. All Typist-Clerk applicants are referred to an outside contractor where they will be tested for typing proficiency and be administered a General Clerical Skills Test. The Saginaw County Personnel Division maintains a pool of qualified applicants and refers test-selected applicants in accordance with previously agreed to criteria.

- 7.2.2 Applications must be filed in the Personnel Division of the Controller's Office in order that statistical data can be compiled for Federal and State reporting purposes. Applications given to departments during the selection process must be returned within thirty (30) days after the selected applicant is hired. Departments shall not keep a file of applications nor accept applications from individual applicants, with the exception of departments which recruit for positions on a year-round basis and certain court, law enforcement and elected office at-will positions.
 - 7.2.3 Some positions may require written examinations which may be administered by the Personnel Division or by Department Heads with the Personnel Division's prior approval. Examinations designed by departments shall be submitted to Personnel for approval.
 - 7.2.4 Written communications with applicants shall be handled solely through the Personnel Division.
- 7.3 Selection. The selection process shall maximize reliability, objectivity and validity through a practical and normally multi-part assessment of applicant attributes necessary for successful job performance and career development. Applicants selected for further consideration, will meet the minimum requirements of the job class. The examination will consist, in various combinations as appropriate to the class and to available manpower resources, of such devices as work-sample and performance tests, practical written tests, individual and group oral examinations, rating of training and experience, physical examinations, background and reference inquiries. In determining ranking of candidates, the examination parts will be appropriately weighed.
- 7.4 Open Competitive Selection. Job vacancies open to the public shall be filled through open competitive selection devices. All vacancies shall be open to the public except temporary vacancies and vacancies filled by promotion or transfer. County employees may apply for any vacancy open to the public and will be subject to the same competitive selection process.
- 7.5 Promotional Selection.
 - 7.5.1 Promotional selection shall be open to all County employees hired through an open competitive selection process who meet the minimum qualifications for the position; however, the Department Head may decide to fill the position internally without a general posting. A probationary employee who accepts promotion shall be subject to a new probationary period equal to ninety (90) days or the remaining time of his/her original probationary period whichever is longer.

7.5.2 Promotions will be based upon demonstrated ability, experience, education, qualifications, attendance record, evaluations and under certain circumstances, other factors unique to the position. Before they can become effective, promotions require certification of eligibility by the Personnel Division except for positions under elected officials with statutory appointment authority unless the promotion involves a position or activity funded in whole or in part by Federal or State Funds. A Certificate of Eligibility for promotion shall be initiated by the Department Head and sent to Personnel for certification. Once certified by the Personnel Division (contingent on the physical/mental demands of the position) a Conditional Offer of Appointment/Promotion Questionnaire must be completed by the employee and the Department Head and sent to Personnel prior to effecting the promotion.

7.6 Appointment.

7.6.1 Selection for entrance to the career service will be made on the basis of merit by selection from eligibility lists established in accordance with the provisions of this policy.

7.6.2 Authority to make appointments, transfers and promotions shall be vested in the head of the department.

7.6.2.1 The appointing official will review and give equitable consideration to the top eligible candidates ranked in accordance with Section 7.3 of this policy.

7.6.2.2 Selection must be made from the list of eligible candidates submitted. Should the selection authority not be satisfied with any of the candidates, they will notify the Personnel Division in writing and the recruitment process will be repeated.

7.6.2.3 A Certificate of Eligibility for appointment shall be initiated by the Department Head and certified by the Personnel Division before the appointment becomes valid. Once certified by the Personnel Division, a Conditional Offer of Employment Questionnaire must be completed by the candidate and the Department Head and sent to Personnel for review prior to a pre-employment physical examination. This procedure shall not necessarily pertain to elected officials with statutory appointment authority unless the appointment involves a position or activity funded in whole or in part by Federal or State Funds.

- 7.6.2.4 If the new employee vacates the position within 30 days of the date of hire, the selection authority will pick another candidate from the remaining eligibility list unless the Department Head notifies the Personnel Division in writing.
- 7.7 Physical Examination. Before being appointed, each prospective employee shall be required to undergo a medical examination by a physician designated by the County. New employees will not be added to the payroll until medical clearance is received.
- 7.8 Filing a False Application. Falsification of information of any employment application or statement of medical history is grounds for rejecting the applicant or dismissing an employee who provided the false information.
- 7.9 Filling Position Vacancies.
 - 7.9.1 If a “hiring freeze” is in effect, positions may only be filled pursuant to the procedures approved by the Board for the hiring freeze.
 - 7.9.2 Provisions of current labor contracts will be followed when applicable.
 - 7.9.3 When a position vacancy above entry level occurs and is to be filled with a regular or temporary hire, promotion of employees within the department and then other County employees may be considered before external recruitment is begun. The resulting vacancy can then be filled.
 - 7.9.4 Employees who may be affected by layoff will be counseled and advised to submit a current employment application to the Personnel Division. A review and evaluation of their education, training, experience, skills and abilities will be made in order to determine where placement is possible.
 - 7.9.5 When the position of a laid off employee is restored by the Board of Commissioners within one year of layoff, or a time equal to the laid off employee’s seniority, whichever is less, the former incumbent of the position shall be given the opportunity of returning to the position before it is posted. The employee must take a new pre-employment physical and drug test if the employee was laid off for 30 days or more.
 - 7.9.6 In the absence of a hiring freeze, if a position is vacated within 30 days from the date it was originally filled, the department shall immediately apply Section 7.6.2.4 of this policy or the external recruitment process to refill the position unless specifically waived by the Personnel Division.
 - 7.9.7 When a lay-off designee or laid-off employee meets the minimum qualifications for a vacant position, the Department Head will be advised of the employees' availability for hire.

- 7.9.8 When a temporary position is to be filled externally, it will be filled by a temporary service agency employee or through the competitive selection process. The selected candidate will be advised of his/her temporary status.
- 7.9.9 Temporary employees do not receive fringe benefits and will be so advised.
- 7.9.10 Announcements of vacancies will be prepared and disseminated to all County departments by the Personnel Division once the Division is notified by the Department Head of a vacancy through the scheduling of an exit interview with the departing employee or the submission of a status change form terminating the employee. The job announcements shall be posted in locations where all employees will have the opportunity to see them. Special consideration will be given to current County employees (applicants) who possess the minimum qualifications for the posted position, when they apply during the County posting period.
- 7.9.11 The Department and the County will make every effort to ensure that newly hired employees are provided sufficient training/time; this would include direct or indirect transition orientation with the incumbent employee when possible.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: April 23, 2002; May 20, 2003; March 28, 2006; December 12, 2006; August 12, 2008