

**SECTION 2
RECRUITMENT, SELECTION,
APPOINTMENT**

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Original Adoption Date

7/31/96

Revision Number

2

Date

7/06/05

Approved

7/06/05

- A. When an Appointing Authority approves a new position or determines that a vacancy will be filled, other than by placement of a current employee into the position, a description of the job, qualifications, and application deadline will be posted on the employee bulletin board in the Appointing Authority's Building, the County Court House, the Job and Family Services Jobs Department, and the Administration Building for five (5) working days. The salary or salary range for the position may be listed on the job posting, or may be made available through the office of the Appointing Authority where the vacancy exists. A file of all posting notices will be maintained by the Appointing Authority.
- B. Only use Department of Administrative Services approved application forms. (See Appendix B)
- C. An application must be properly completed and timely submitted before an applicant will be considered for employment.
- D. Positions may be advertised in major area newspapers. Professional positions may be advertised in newspapers with national circulation, professional journals, and newsletters, and by organizations specializing in minority and female-related issues.
- E. School placement services, colleges, and universities with appropriate training programs, and the state employment service will be contacted when appropriate.
- F. All advertisements and postings will include the Equal Employment Opportunity statement, which reads:
Wayne County, Ohio is an equal opportunity employer.
- G. Applications will be accepted only when a position has been posted and/or advertised.

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<u>7/31/96</u>	<u>3</u>	<u>12/07/05</u>	<u>12/07/05</u>

- A. Whenever the Director determines a job vacancy exists which needs to be filled, a Notice of Vacancy form (WCDJFS ADM #6) will be posted on the Department's bulletin board for five (5) working days. During this period an employee wishing to apply for the vacant position shall notify the Director by submitting an Application for Vacancy Bid Form. A copy of the bid form will be given to the employee's immediate supervisor. The Director may, but shall not be obligated to consider any applications submitted after the posting period.

- B. If applicable, the Director shall at the same time notify the Director of Administrative Services when a vacancy exists. The Director of Administrative Services shall then provide an open competitive list of applicants to be used for the selection process. The position may be filled by an agency employee whose certification will carry if he/she is placed in the vacant position and classification. Otherwise, a selection must be made from the open list if the list contains ten (10) or more names.

- C. If applicable and if no open list is available, and there are urgent reasons for filling a vacancy, the Employer may fill the position by non-competitive examination. A classified employee appointed in this manner who successfully completes the probationary period of the position or remains in the position for a period of six (6) months of continuous service, whichever is longer, shall be considered a permanent employee at the conclusion of that period.

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<u>7/31/96</u>	<u>4</u>	<u>10/16/13</u>	<u>10/16/13</u>

- A. To be considered for a position or vacancy, an applicant must complete the approved employment application form (Appendix B). Applicants for a position that requires licensing must present the license for verification.

- B. Applications will be reviewed and selected candidates will be interviewed by the position's immediate supervisor or department head, as applicable (hereinafter "supervisor"). Fully qualified current County employees will be given first consideration for transfer or promotion to a vacant position. Qualifications, not seniority, will be used to determine internal transfers or promotions.

- C. Applicants may be required to submit to any or all of the following: reference checks, background checks, interviews, and other job-related procedures. Job-related employment tests will be administered in an objective manner. If an individual has a known disability, the test will be administered in a manner to ensure that the results reflect skills, aptitude, or other factors intended for measurement, rather than reflecting the impaired skills. This does not apply when the impaired skills are the job-related factors being tested.

- D. A minimum of three (3) documented reference checks should be conducted before recommending a candidate for employment.

- E. Once the supervisor or designee responsible for evaluating or selecting from among applicants has identified those applicants who meet the minimum job-related qualifications, the supervisor or designee will consider the skills and abilities each applicant possesses that will enable them to perform the essential functions of the position. The supervisor should not classify an applicant who specified the need for a reasonable accommodation as less qualified solely because that candidate requires an accommodation. On the other hand, if the accommodations which are available would create an undue hardship for the agency, the Employer may consider the applicant to be unqualified.

An applicant may generally be eliminated from consideration if he/she:

1. Does not possess the minimum licensure, certification, educational degrees or equivalent experience, or similar qualifications.
2. Does not have the knowledge, skills, and abilities to perform the essential functions of the position, either with or without reasonable accommodation; cannot satisfactorily perform job-related employment tests administered in an objective manner.
3. Rejects a reasonable accommodation offered to him by the Employer
4. Has made a false statement of material fact on the Application Form or supplements thereto.
5. Has committed or attempted to commit a fraudulent act at any stage of the selection process.
6. Is an alien not legally permitted to work.

An applicant may be eliminated from consideration upon other reasonable and legal grounds relating to job requirements.

- F. The most qualified applicant(s) will be recommended to the Appointing Authority.
- G. Employment recommendations are subject to approval of the Appointing Authority.

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<u>7/31/96</u>	<u>3</u>	<u>10/16/13</u>	<u>10/16/13</u>

A. RECORD MAINTENANCE

1. An Equal Employment Opportunity form will be given to each external employment candidate.
2. The Equal Employment Opportunity form will be removed and kept separate from the application.

B. RETENTION PERIOD

1. Equal Employment Opportunity forms will be kept for two (2) years after inclusion in the Annual Report or three (3) years.
2. Unsuccessful applications will be kept for one (1) year.

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Successful applicants are appointed subject to the following employment constraints defined by the requirements of the position. Driving requirements only pertain if driving is an essential function of the position. An offer of employment may be withdrawn if an applicant is determined to be unqualified for the position.

1. Proof of required licensure and educational requirements;
2. Satisfactory driver's record check (see Section 3.03 [C] - Driving Record Check);
3. Proof of employment eligibility (see Section 3.03 [B] - Immigration/Citizenship Status);
4. Proof of liability insurance in compliance with the Ohio Revised Code for an employee who must drive his/her private vehicle as a part of the job duties (see Section 4.06 - Expense Reimbursement);
5. Physical ability to perform the essential duties of the job may require a post-selection physical examination of all new hires for certain positions; and
6. An employee in a position requiring an educational degree or license will have his/her qualifications verified at the time of employment. Failure to maintain a current license may result in disciplinary action up to and including discharge.

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A. PROBATIONARY PERIOD

1. Classified Employees

a. Duration

i. A newly appointed full-time employee will normally serve a probationary period of one hundred eighty (180) calendar days. A newly appointed employee will be advised of the length of his/her probationary period at the time of his/her appointment.

ii. Time spent on leave of absence without pay shall not be counted as time served in determining a probationary period.

iii. An employee’s probation may be extended due to extenuating circumstances. (ex. If the employee is on an extended leave with pay, or the employee’s performance requires more time for evaluation). In such a case, the employee and the Appointing Authority shall sign a written statement as to the length of time of the probation extension.

iv. A newly appointed part-time employee working a portion of each workday will normally serve a probationary period of one hundred eighty (180) calendar days.

v. A newly appointed part-time employee who works an irregular schedule or less than the normal number of working days per week will serve a probationary period on the basis of time actually worked as follows:

<u>Length of Probationary Period</u>	<u>Equivalent Number of Hours</u>
180 days	1,000 hours
252 days	1,400 hours
270 days	1,500 hours
300 days	1,700 hours
365 days	2,000 hours

vi. A newly appointed probationary employee may be discharged as described (see Section 11.02 (A)—Probationary Discharge).

b. An employee who has been promoted to a higher classification will serve a probationary period as listed above. An employee serving a probationary period after a promotion may be returned to his/her former classification and rate of pay at any time during the probationary period if work performance, behavior, or work attitude are not satisfactory.

c. Supervisors shall use the probationary period to closely observe and evaluate an employee's performance and aptitude for the job, as well as to encourage an employee's adjustment to the job and department/agency. Supervisors shall recommend retention of only those employees who meet acceptable standards during the probationary period.

2. Unclassified Employees

Unclassified employees serve at the pleasure of the Appointing Authorities for their term of office. Therefore, the probationary periods do not apply to unclassified employees.

B. ASSIGNMENT

1. Classification Placement

a. Jobs are grouped into classifications on the basis of similar duties and qualification requirements. Compensation is determined, in part, by the job classification.

b. The duties and responsibilities of each job will be periodically reviewed and adjusted. When the job duties have changed significantly, the employee or his/her supervisor may request that the Appointing Authority have the position audited by a neutral third party. As a result of an audit, a revised job may be moved to another classification. A job audit may not be requested for a period of one (1) year from the date of the results of the last audit.

2. Promotion

a. An employee who has successfully completed a probationary period in his/her current position may be considered for promotion to a higher classification.

b. A current employee will be considered for promotion to a vacancy whenever he/she is determined by the Appointing Authority to be fully qualified for the position.

3. Transfer
 - a. An employee is considered to have been transferred when he/she is moved from one position to another within the same classification.
 - b. An employee who has successfully completed a probationary period in his/her current position may request transfer to a vacancy within the same classification by contacting the Appointing Authority.
 - c. Transfers will be made at the discretion of the Appointing Authority.
 - d. An Appointing Authority can initiate the transfer if the transfer would be in the best interest of the County.
 - e. The needs of the Appointing Authority take precedence over the wishes of the employee.
 - f. Nothing in this policy shall prevent the Employer from transferring, within a classification, employees at any time deemed appropriate or necessary. This includes transferring an employee from a position obtained through the submittal of a letter of interest.
4. Voluntary Demotion
 - a. When an employee becomes unable to perform the duties of his/her position, but can perform the duties of a position in a lower classification, he/she may request in writing a reduction to the lower position. Approval is at the discretion of the Appointing Authority.
 - b. A demoted employee will have his/her salary rate reduced to a level within the salary range of the lower classification.
5. Re-Employment

Any former employee of Wayne County who returns to employment with the County is deemed re-employed. Any re-employed individual will be credited with any previously accumulated but unused sick leave if re-employment occurs within ten (10) years of separation from public service. This provision does not apply to an employee who returns from retirement and has already received payment from any political subdivision to eliminate his/her previously accrued sick leave balance (See Section 11.03 [A] - Sick Leave Conversion).
6. Assignment of Relatives
 - a. The Appointing Authority generally will not employ members of the same family in the same department.

**APPOINTMENT
(CONTINUED)**

- b. Members of the IMMEDIATE FAMILY will not be placed in a direct supervisory line with one another.

- c. If two employees marry, neither must resign nor be transferred unless the positions they occupy at the time of marriage are in a direct supervisor/subordinate relationship.

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