

**SECTION 2
RECRUITMENT, SELECTION
AND APPOINTMENT**

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- 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 temporary position until the interview and selection process can be completed, or interim/active placement until an employee on extended leave returns), a description of the job, qualifications, and application deadline will be posted on the employee bulletin board in the Appointing Authority's Building, the building where the position is located, the County Court House, the Job and Family Services Jobs Department, and the Administration Building for five (5) working days. Appointing Authorities may also post the vacancy to the Wayne County web site (www.wayneohio.org/employment-opportunities) or local/national job search websites such as Indeed, Monster, LinkedIn, etc. 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 approved application forms (see Employment Application in Appendices).
- 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. Unsolicited resumes/applications may be accepted and kept on file for future review, if authorized by the Appointing Authority.

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- A. To be considered for a position or vacancy, an Applicant must complete the approved employment application form (see Employment Application in Appendices). 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.
- F. 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 not legally permitted to work.

7. An Applicant may be eliminated from consideration upon other reasonable and legal grounds relating to job requirements.
- G. The most qualified Applicant(s) will be recommended to the Appointing Authority.
- H. Employment recommendations are subject to approval of the Appointing Authority.

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A. RECORD MAINTENANCE

1. An Equal Employment Opportunity form (last page of Employment Application; see Appendices) will be given to each external employment candidate.
2. The Equal Employment Opportunity form (last page of Employment Application; see Appendices) will be removed and kept separate from the application.

B. RETENTION PERIOD

1. Equal Employment Opportunity forms that accompany Employment Applications (last page of Employment Application; see Appendices) will be kept for a minimum of three (3) 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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- A. 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 3.13 Vehicle Policy);
 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. Newly appointed part-time employees who work *a portion of each normal working day* shall have the same probationary period as a full-time employee in that position. Part-Time employees who work *less than a normal number of working days per week* shall follow the below chart, according to the full-time equivalency of their position. OAC 123:1-19-04.

<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 probationary employee may be discharged as described in 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 should 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 may have

periodic probationary reviews (see *Probationary Review* in Appendices) with probationary employees, so they are aware of their progress and any areas which need improvement. Supervisors should recommend retention of only those employees who meet acceptable standards during the probationary period.

2. Unclassified Employees

- a. 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. However, Appointing Authorities and/or a designate may have a performance evaluation with an unclassified employee after their first 180 days of employment. Unclassified employees are not required to be put under the progressive discipline section of this policy; however, they may be subject to discipline up to and including termination from employment, with no right of appeal to the State Personnel Board of Review.

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
- a. 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. Nepotism and Assignment of Relatives
- a. The Appointing Authority generally will not employ members of the same family in the same department.
 - b. Members of the immediate family will not be placed in a direct supervisory line with one another. Extended family generally 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.
 - d. Employees in relationships with another, relative or not, shall not violate confidentiality rules and/or shall not inhibit an employee's ability to complete the essential functions of their job.

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A. PURPOSE AND SCOPE

1. Hiring quality employees is very important to all Wayne County offices and is especially difficult in the current job market. Statistics show that new employees who come by way of an employee referral are much more likely to work harder, stay longer, perform better, and be of higher quality and better match than candidates coming from other sources.
2. The Employee Referral Reward Program (ERRP) is an organized and structured program for the purpose of encouraging existing employees to recommend candidates for open positions, in an effort to gain a higher quality of candidate, make the hiring process more efficient, and improve overall productivity and morale. Implementing an ERRP not only deepens the pool of potential and qualified candidates, but also reduces: time to hire, time spent on the hiring process, cost to hire, man hours used to find the right candidate, and turnover. The Wayne County Commissioners recognize that an ERRP is a great resource tool for hiring quality candidates, but that it also shows trust in our current employees to suggest great candidates. All employees are encouraged to check the County's vacant positions and think about social networks as potential resources to help refer candidates to Wayne County.

B. ELIGIBILITY

1. ERRP applies to all current employees except those exempted below, who refer a candidate to a participating Wayne County office or agency. Please keep in mind that this program is provided to help employees refer candidates whom they truly believe will be successful. We dissuade employees who seek to only refer candidates solely for the reward money and not for a true fit for the County.
2. The following individuals may offer referrals for any County position, but are exempt from the benefits of this program:
 - a. Elected Officials and/or Appointing Authorities;
 - b. Individuals already employed by Wayne County and applying for another position, either as an additional job or as a transfer/replacement;
 - c. Any individual who is a) part of the hiring process and/or b) directly or indirectly responsible for the hire, for the position which the referral was made;
 - d. The supervisor of the hired position, plus one level over the supervisor of the hired position;
 - e. Employees who make referrals of family members, for positions within their own specific office/agency.

C. RULES AND PROCEDURES

1. If you know someone who you think would be a good fit for a position at a participating Wayne County office or agency, feel free to refer them. Instruct the applicant that he/she must write your name as a referral on their application next to Referral Source/Word of Mouth. Candidates cannot write more than one name. If your referred candidate is hired

and still employed by their first anniversary, you will receive a \$500 referral bonus (less taxes);

2. Candidates who write more than one name as a referral on their application will void this program;
3. There is no cap on the number of referrals an employee can make;
4. Referrals are for permanent full-time and permanent part-time employees and will not include seasonal, temporary or intermittent hires;
5. Both employees (the employee who made the referral and the referred candidate who was hired) must be employed at the time of the payment, in order to receive payment;
6. The employee who made the referral bears the responsibility of completing the proper paperwork and forwarding to the Referred Employee's office, preferably no less than 14 days prior to the first anniversary of the referred employee's start date, so paperwork can be processed in a timely manner. Failure to do this within 180 days of the referred employee's first anniversary will negate the referral reward;
7. Rewards can be expected to be received within 31 days after the hired candidate reaches his/her first anniversary, provided appropriate notice is given (see #6 of this section);
8. Rewards will be considered supplemental wages and therefore taxable as defined by the Internal Revenue Service (IRS). Please ask your tax consultant if you have any concerns with this;
9. Referred individuals will not receive preference solely by being a referral. Participating offices must still post the open position per the office's personnel policy manual. Participating offices and agencies should select the best candidate for the position from all candidates available.

D. TERMS

1. Rewards paid through this program will be the responsibility of the hiring agency.
2. This policy does not replace or void any rule, procedure, or guideline already in place and participating offices and agencies should continue to follow all recruitment and hiring practices/guidelines in their Personnel Policy Manual;
3. The Commissioners reserve the right to change this ERRP policy and/or cancel in its entirety at any time.
4. If this ERRP policy is canceled, employees who have already referred a hired candidate and waiting for the candidate's first anniversary will still be included in the eligibility for the cash reward, as long as all elements of this policy are met.

E. Wayne County is an Equal Opportunity Employer. As such, all candidates will be given the same consideration and will pass through established and standard procedures. While an employee referral program is a great recruiting tool, Wayne County will only use this

program as a percentage of its recruiting effort to avoid creating an unintentional disparate impact on some protected groups if employees refer candidates of the same race, religion, national origin or another protected class.

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