



HIRING POLICY

Lewis County Employee Handbook

Part One

Effective Date: June 30, 2014

**Supersedes: June 1, 2001
Personnel Managers Manual**

Purpose

Lewis County endeavors to employ the best possible employees that will help create a productive and positive working environment to help serve the community of Lewis County. This Policy will review recruitment, examination, appointments and personnel changes.

Policy

It is the policy of Lewis County when a position becomes vacant, prior to any posting or advertising of the vacancy, the Elected/Director prepare and submit a completed "Personal Authorization Form" (PAF) for the position to the Human Resources Department. See Employee Handbook Section 2.0 for instructions.

Recruitment, Examination, Appointment and Personnel Changes

1.0 Position Vacancies, Announcements, and Applications

1.1 *Position Vacancy*

When desiring to fill an existing position or the creation of a new position, the Personnel Authorization Form procedure must be followed.

Vacancies for non-union positions will be filled as provided in this section and no appointment will be made until approved by the Employer.

Represented positions shall refer to their collective bargaining agreement (CBA). If a hiring standard is not addressed in the CBA, this policy will be followed.

When no current certified hire list exists for the position, it will be advertised for a minimum period of five (5) working days. At the conclusion of the application period, an initial review of the applications will be made by the Employer.

When there are employees on a layoff list, announcement of job openings may be delayed to allow an opportunity for the affected department to review the qualifications of laid off employees. Specific provisions in this policy and respective collective bargaining agreements will determine recall rights.

1.2 *Elected/Directors may Recruit by:*

Internal Office/Department: post the position in the Office or Department only. The posting may be publicized by email (if applicable) with a hard copy posted on the employee bulletin board.

Internal Countywide: post the position for current Lewis County employees only. This would include regular full & part-time employees; active casual (on-call) employees who are currently working or working on a cyclical basis, project, or contract via employment agency. This posting will be made by email to all county users, with hard copy to be posted on employee bulletin board where employees do not have access to email. This position may also be posted on the County web page.

If there are less than three (3) qualified applicants within an internal posting, the posting will go public. Any applications submitted through this process shall be given consideration along with subsequent applications received in the following manner.

Public: post to the general public; all Lewis County employees would also be eligible to apply.

An Elected/Director may choose to post internal or countywide. If the Elected/Director does not feel that there is a satisfactory pool of applicants, they may choose to progress the recruitment to public recruitment.

Any applications submitted through the internal process will be considered along with subsequent applications received for public recruitment.

1.3 Public Announcements for Position Vacancies

When positions are recruited under public posting, the vacancy will be advertised on the Lewis County web page. Additional advertisement may include the local newspaper(s), the Employment Security Office, and other appropriate sources. Announcements may also be made available by e-mail in concurrence of web page posting with a hard copy announcement posted in all County offices and departments that do not have access to email (e.g. area shops.)

1.4 Job Posting Annulments

The announcement will include the general and essential duties, required qualifications, necessary certifications and the range of compensation for the position. The announcement will also include the application acceptance deadline, application location, and the statement that Lewis County is an Equal Opportunity Employer. All Lewis County web postings are created by Human Resources and must use the prescribed format.

1.5 Filing Applications

Any individual applying for a position will complete the standard and approved application form. Resumes may be accepted as an attachment to the application but not in lieu of the application. Applications that are completed with “see resume” will be rejected. Applications filed with the County become the property of the County. Lewis County will not accept unsolicited applications for employment. All applicants for County jobs must submit an application, regardless of whether a previous application is on file. Nothing in this section is intended to preclude the Employer from allowing amendments to recent applications in lieu of requiring a completely new application for the job applied for.

1.6 Evaluation of Applicants

Applicants for appointment to positions must possess the required qualifications and other requirements for the position as stated in the job description or as stated in Section 2.0 of the Lewis County Employee Handbook. Selection criteria must be job-related and may be written, oral, and/or physical based on demonstrated skills, with an evaluation of training and experience. Consideration will be given to education, experience, aptitude, capacity, knowledge, character, and physical fitness to the extent reasonably related to the qualifications for the position. Length and quality of service and other qualifications to determine the proficiency of the applicants are considered.

All applications received by the posted closing date will be screened, scored and/or ranked using an approved scoring tool consistent with the position’s minimum qualifications to ensure compliance. Other job-related attributes may also be given consideration and scored accordingly.

1.7 Disqualification of Applicants

Applicants may be refused an opportunity to take an examination and eligible applicants may be refused placement from any hire list as determined by the Employer for any of the following reasons:

- (1) Failure to meet the required qualifications for the position for which application is made;
- (2) Failure to furnish true statements of material facts;
- (3) Practice or attempted practice of fraud or deception in connection with filing of an application;
- (4) Applicant is unable to perform the essential functions of the job with or without reasonable accommodation;
- (5) Failure of applicant, after notification, to be present at the time and place designated for any portion of an examination;
- (6) Applicant has taken and failed the same examination within the six months immediately preceding the examination or not completed the testing in a satisfactory manner;
- (7) Applicant has used, or attempted to use, political pressure or bribery to secure an advantage in testing or appointment;
- (8) An ability to safely and carefully operate County vehicles will be judged based upon the applicant's driving record and current license status, if such requirement is an essential element of the position.
- (9) Criminal convictions within the past seven (7) years may be a disqualifying factor depending upon the type of criminal conviction and its relationship to the position for which an application is being submitted.
- (10) Disqualification may extend at any time in the course of an employee's employment with the discovery of misrepresentation.
- (11) Applicant does not fully complete the application and/or indicates "see resume" or something similar for work experience.

Disqualified applicants will be notified by mail sent to his/her last known address.

2.0 Examination and Interviews

2.1 Scheduling of Interviews and Examinations

Interviews will be scheduled at such time(s) the Employer may approve.

2.2 Preparing and Conducting Examinations

The Employer may prepare all examinations and/or screening criteria. Charges for examinations will represent the cost necessary to complete the processing of each applicant.

2.3 Procedure for Conducting Examinations

The procedures to be observed in conducting examinations will be outlined in writing by the Employer and will be available in the Department or Office.

2.4 Examination Results

No examination will be deemed to have been completed until the findings have been determined. All candidates will be notified of their results within twenty-one (21) days of the conclusion of the interview process.

2.5 Physical/Medical Testing & Examination

Applicants who are in the final stages of the hiring process may be required to satisfactorily complete a drug screening test conducted by a local medical facility.

Post-offer physical examinations or agility testing may be required as a condition of employment for all potential employees' in particular occupational categories. These tests will be job-related and fashioned to verify an applicant's ability to meet the qualifications of the position where employment has been offered. All results of medical examinations or agility tests will be used solely for the purpose of testing requirements and is confidential.

Following the acceptance of a job offer, a new employee will be required to complete a baseline audiogram, at County expense. The audiogram will be used to establish a baseline for potential occupational/illness determination, and to ensure on-the-job safety is not compromised due to a hearing impairment. This requirement will be waived when it is not reasonably related to the essential functions of the job.