

Category: 300 - Personnel

Number: 312

Subject: Recruitment Policy

Purpose: Establish consistency when hiring full-time, part-time, and temporary employees. The policy will incorporate guidelines to determine the process each type of position will go through to be filled.

Authority: St. Clair County Board of Commissioners.

Application: This policy applies to all departments, elected officials and employees of St. Clair County.

Responsibility: Human Resources shall be responsible for the implementation and administration of this policy under the guidance of the Administrator/Controller or designee.

Definitions: **Hiring Hold Period:** Period of time established by the Board of Commissioners that applicable positions must wait to be filled.

Regular Positions: Any full-time, part-time, elected or appointed position in the department's manning table not identified as a temporary classification.

New Positions: Proposed positions that are not currently in the department's manning table.

Temporary Positions: The following classifications are considered temporary:

- Temporary** – Hired as a substitute worker for a regular employee on a leave of absence. The temporary employee may be scheduled to work either full-time or part-time for the period of time that coincides with the regular employee's leave of absence. A temporary employee shall not be eligible for fringe benefits.
- Casual** - Hired for a predetermined period of time to assist a department with a temporary work load increase or back log. The employment of a casual employee should not exceed one thousand (1,000) hours in a calendar year. A casual employee may be scheduled to work full-time or part-time. The casual employee shall not be eligible for fringe benefits.
- Seasonal** - Hired to perform work at a time when a department has an influx of work activity, more favorable circumstances to perform the work activity or more of a demand for its services. A seasonal employee may be scheduled to work full-time or part-time for a period of time that should not to exceed one thousand (1,000) hours in a calendar year. A seasonal employee shall not be eligible for fringe benefits.

Student Intern - Employed to fulfill a stipulated number of hours as a course requirement. A student intern is typically employed in a department and/or in a work activity related to his or her field of study. A student internship is intended to be a learning experience. The work activity of the student intern is ancillary to a regular employee(s) in the department. The student intern may be scheduled to work up to a maximum of twenty-two-point-five (22.5) hours or twenty-four (24) hours a calendar week contingent upon the operation of the department. The student intern will be employed only for the duration of the period necessary to satisfy the course requirements.

Student Worker - Employed part-time while a student at a high school, community college, vocational institution, college or university. The work activity of the student worker is ancillary to regular employees in the department. During the school year a student worker may only work part-time. During breaks in the school year a student worker may work full-time. When a student worker ceases to be a student he or she shall no longer qualify as a student worker for purposes of continued employment.

Page - A part-time employee of the St. Clair County Library performing ancillary tasks to regular employees. A Page may work up to twenty-two and a half (22.5) hours in calendar week.

Vacant Positions: A position is a classification approved in a department's budget. When a classification or position does not have an employee assigned to it, it is a vacancy. A vacancy may be filled by either an appointment or through a job posting and recruitment. An appointment is the designation of a person to a position without a job posting or recruitment. Examples of an appointment include, but are not limited to, an elected official's statutory right to select a chief deputy or chief assistant, the promotion of a supervisory employee to department head or division head position or changing the status of a part-time employee to full-time.

Restricted Competitive Posting: A vacant position may be recruited within the affected department and/or a bargaining unit as stipulated in the collective bargaining agreement. To determine the policy for recruiting a position that is subject to representation by a union organization, an employee must refer to that bargaining unit's collective bargaining agreement which is available for inspection on the Human Resources Department website. The terms and conditions of a collective bargaining agreement may restrict competition to a union's members and/or it may award its members extra points to provide them with a competitive advantage.

Open Competitive Posting: The recruitment of a vacant non-union classification is open in the sense that the applicant need not be a bargaining unit member or a County employee.

Policy: St. Clair County's recruitment policy deals with the following three scenarios: regular positions, temporary positions, and new positions.

HIRING HOLD

In an effort to promote fiscal responsibility and explore efficient methods of providing services, the County requires a six-month (6 month) hiring hold period on various vacated positions.

NEW POSITIONS

All new positions must be approved by the Board of Commissioners prior to recruitment. The department shall notify County Administration and Human Resources of proposed positions. Human Resources and Finance shall perform analysis and provide memorandums with recommendations to the Administrator/Controller for review and final approval by the Board of Commissioners. The Administrator/Controller shall have the authority to authorize new temporary positions within the confines of the budget.

REGULAR POSITIONS

Regular positions shall be subject to the hiring hold period and require Administrator/Controller approval to fill. If a department would like to waive the hiring hold period and the position is not exempt, the Administrator/Controller shall make a determination on the vacancy after reviewing analysis by Human Resources and Finance.

TEMPORARY POSITIONS

Temporary positions shall not be subject to the hiring hold period due to the immediate need typically associated with these positions. The Administrator/Controller shall make a determination on the request to fill a vacancy after reviewing analysis by Human Resources and Finance.

EXEMPTIONS TO HIRING HOLD

Below you will find exemptions to the hiring hold period which do not require Board of Commissioner approval to fill a vacancy. Exemptions are as follows:

- Elected Officials' Office
- Funded entirely through Grant or other Outside Funds
- Millage Funded
- Vacancy created by an employee that was terminated
- Communications Officer/911 Dispatcher
- State Mandated Staffing Requirements
- Statutorily Required Position
- Temporary Leave

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RECRUITMENT PROCEDURE

Departments will fill out the Vacancy Notification Form to begin the recruitment process. This completed form will be provided to the Human Resources department for review. Human Resources will determine if the vacancy requires further approval or is exempt.

Periodic
Review:

The Administrator/Controller or designee shall review this policy annually and, if necessary, make recommendations on amendments to the Board of Commissioners.

Adopted:

March 21, 2013