

SECTION THREE: RECRUITMENT AND SELECTION

Policy No.: 3-1
Revision No.: 1

Effective: 6/1/2022
Review Date: 06/01/2022

Board Policy

All employees shall be hired in accordance with policies established by the Board and procedures established by the Administrating Officials. It shall be the policy of the Board to recruit, select, and promote employees on the basis of the needs of the County and the employees' qualifications and relevant knowledge, skills, and abilities. All offers of employment will be contingent upon the successful completion of; a criminal background check, professional reference verification, previous employment verification and other relevant evaluations. No position shall be filled unless a vacancy has been posted in accordance with recruitment and selection procedures. Administrating Officials may waive procedures set forth herein under special circumstances identified herein, including special recruitment efforts, but may not delegate this authority. Veterans' Preference in the hiring process will be given in accordance with Florida Statutes. All selections to fill executive service positions must be confirmed by the Board and made in compliance with the Alachua County Code.

The Board of County Commissioners authorizes the Administrating Officials to approve reimbursement for interview expenses in accordance with the adopted Travel Policy.

The Board of County Commissioners must approve all waivers requested for Executive Service and positions in the Officials category, as classified by the Equal Employment Opportunity Commission. The Administrating Official must show evidence of a clearly demonstrated good faith effort to achieve the goals and objectives of the current Equal Employment Opportunity Plan prior to requesting the waiver. The Equal Opportunity Office must review and comment on these requests prior to their being placed on the Board's agenda. These requests for approval will be presented to the Board as a regular agenda item during a regularly scheduled Board meeting.