

## **PROCEDURE 203-1 - FILLING JOB VACANCIES: HIRING, PROMOTIONS, VOLUNTARY TRANSFERS AND DEMOTIONS**

This procedure applies to all vacancies, other than appointed positions, whether filled by external applicants or by internal applicants seeking promotion to a higher-classified position, transfer to a position of the same classification, or demotion to a lower-classified position. Any exceptions must be for legitimate business reasons and must be consistent with the County's Equal Opportunity in Employment Policy. Hiring Managers must consult the Department of Human Resources prior to making any exception to this procedure.

### **Requests to Fill Vacancies**

The hiring manager will notify the Department of Human Resources of its intent to fill a vacant position. The vacancy will be filled only if funding for the position has been approved and only after the Department of Human Resources has verified that the job description is current, and the job is properly classified.

### **Recruiting**

Departments/agencies/offices are strongly encouraged to consider internal applicants before seeking external applicants; however, internal and external recruitment may occur simultaneously at the request of the hiring manager. Vacancies will be posted for a minimum of seven days. An applicant pool will remain active for 90 days following closing unless extended by the Department of Human Resources. If a new vacancy for the same job occurs while the pool is still active, the department/agency/office may elect to hire from that pool rather than post the new opening.

The Department of Human Resources will work with the hiring manager to develop and place job postings and advertisements. Consideration should be given to placement in sources that support diverse populations. Departments/agencies/offices will fund their advertising requirements.

Potential applicants must be provided with information as to how to request disability accommodation in the application and selection process.

### **Applications for Employment**

All applicants must complete the County application form as specified in the job announcement in order to be considered. If a department/agency/office receives a resume directly from a candidate, it should forward the resume to the Department of Human Resources; however, the electronic application must still be timely.

Applications are taken for specific positions only. Applicants must apply for each posted vacancy for which they want to be considered.

Providing misleading or false information on an application, resume, or other document considered in the hiring process is inconsistent with the County's value of integrity and may result in rejection of an applicant and/or separation from employment.

### **Interviewing Applicants**

Only applicants who meet minimum qualifications may be interviewed except in unique circumstances such as an applicant nearing completion of a required degree or meeting a minimum age requirement.

### **Testing and Other Evaluation Methods**

Applicants may be evaluated through the use of any job-related, non-discriminatory, and lawful testing and/or selection method or tool that has been approved by the Department of Human Resources for that job prior to its posting.

To ensure compliance with the Americans with Disabilities Act, except where required by law, applicants may not be required to submit to a medical examination or drug or alcohol test unless approved by the Department of Human Resources and only after a conditional offer of employment has been made.

In public safety departments that promote from a list created by examination or other formalized process, the list may remain in effect no longer than one year.

### **Background Checks/Reference Checks**

Background checks and reference checks should be completed before an offer of employment is made. In the interest of time, however, the hiring manager may make offers contingent on satisfactory background and reference checks. Except where required or permitted by law, no background or reference check may be initiated until the candidate signs the required authorization forms.

**Background Checks.** To ensure compliance with the Fair Credit Reporting Act and other laws governing background checks, only the Department of Human Resources staff or its designee may conduct background checks unless another process has been approved in writing by the Director of Human Resources. Hiring managers may not conduct informal background checks via social media without authorization from the Department of Human Resources. Background checks may include criminal history, driving record, credit history, and other relevant background as appropriate to the position. A prior conviction, taken on its own, will not necessarily disqualify an applicant.

**Reference Checks.** After the hiring manager has narrowed the field to final candidates, the Department of Human Resources or a properly trained department/agency/office representative will conduct reference checks. Reference checks should be conducted for both internal and external candidates. Supervisors are expected to provide truthful references to internal hiring managers.

### **Offer of Employment**

The hiring manager or the Department of Human Resources will make a written offer of employment that will include any conditions to employment such as proof of education or credentials, references checks, background checks, medical examinations, and drug tests. The written offer will also include the terms of any recruiting incentive. All offer letters will state the employee's at-will employment status; however, failure to include such a statement does not alter the employee's at-will status.

If the candidate accepts the offer and a medical examination or drug test is required, the Department of Human Resources will arrange the examination unless another process has been approved in writing by the Director of Human Resources.

### **Interviewing Expenses**

Subject to any limitations in the County's Administrative Policies and Procedures, departments/agencies/offices may compensate prospective employees for necessary and reasonable travel expenses, including transportation, accommodation, and meals incurred to attend an employment interview. All interviewing expenses will be funded by the hiring department/agency/office.

### **Relocation Expenses**

Upon approval of the County Manager, and subject to the conditions of Policy 203, departments/agencies/offices may reimburse a new employee for necessary and reasonable expenses incurred in relocating to Johnson County. Reimbursable expenses include the reasonable and necessary costs of up to two house-hunting visits and other expenses authorized under the County's Administrative Policies and Procedures. Estimates for relocation expenses may be required to establish the reimbursement amount. Actual expenses must be supported by cost statements and receipts. All relocation expenses will be funded by the hiring department/agency/office.

### **Referral Bonuses**

Departments/agencies/offices may offer referral bonuses of up to \$1,000 to employees who refer successful candidates for difficult to fill positions. A written bonus plan identifying eligibility, the amount of the bonus, and the requirements for the bonus must be approved by the Department of Human Resources in advance. The following employees are not eligible for referral bonuses: County executives, department/agency/office leaders and the second tier of management, Department of Human Resources staff, the hiring manager, and employees who sit on the interview panel or otherwise participate in the hiring decision for the position for which the candidate was referred.

Referral bonuses will be paid according to the approved plan and will be paid out of the hiring department/agency/office's funds.

### **Applicant Notifications**

The hiring manager or the Department of Human Resources will notify all unsuccessful applicants that they were not selected.

### **Closing a Search**

The Department of Human Resources will close its search when a candidate has accepted a position or upon request of the hiring manager. Upon closing of a search, the hiring manager must send to the Department of Human Resources all interview notes and other documents considered or created in relation to the search.

### **Use of Recruiting Agencies**

When an external agency is used to recruit candidates, the candidates selected for interviews must, prior to the interview, complete and sign the Johnson County job application or an authorization for Johnson County or its designee to contact references. The successful candidate must complete the application prior to the offer of employment.

When an external agency is used to recruit candidates, the contract must provide that all records received or created in relation to the recruiting effort will be the sole property of Johnson County Government. The hiring manager is responsible for obtaining all such records from the agency when the search is closed and submitting those to the Department of Human Resources.

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