

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
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RECRUITMENT OF SCHEDULE AX EMPLOYEES		
RATIONALE: This policy establishes guidelines for the recruitment and selection process for career service exempt Schedule AX positions within the Department of Health and Human Services.		
Original Effective: July 1, 2022	Revision: July 3, 2025	Next Review Due: July 1, 2030

I. DESCRIPTION

Schedule AX positions are classified as career service exempt and may be filled outside of an open and competitive process, as outlined in R477-4-2. Due to federal funding requirements, this document establishes DHHS policies and procedures for the recruitment and selection of Schedule AX employees to comply with these requirements and to make sure the recruitment and selection of Schedule AX employees is based on fair employment practices and is nondiscriminatory.

This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

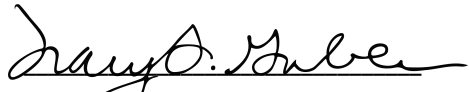
The following terms are defined for this policy as:

- A. **Competitive process:** A formal or informal recruitment process identified in coordination with DHRM that is open, competitive, and adheres to state and federal requirements for equal opportunity employment.
- B. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.

- C. **Schedule A employee:** An employee appointed to work for an unspecified period of time or who serves at the pleasure of the appointing authority.
- D. **Schedule A position:** A position in state service exempted by law from provisions of competitive career service as prescribed in Utah Code 63A-17-301.
- E. **Schedule AX employee:** A position in state service exempted by law from provisions of career service as prescribed in Utah Code 63A-17-301. Schedule AX employees hold a position where they regularly supervise and are responsible for the performance evaluation of one or more employees.
- F. **Schedule B employee:** An employee who has successfully completed a probationary period in a career service position.

III. POLICY

- A. This policy applies to Schedule AX career service exempt positions within DHHS. Recruitment for career service Schedule B positions follows Department of Human Resource Management Rules and is not addressed under this policy. This policy does not apply to other Schedule A positions.
- B. Recruitment of Schedule AX employees
 - 1. Per state and federal requirements, DHHS shall provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, sex, age (over 40), national origin, disability, sexual orientation, gender identity, pregnancy, childbirth or pregnancy-related conditions, provided that employees or applicants are able to perform the essential functions of the position with or without reasonable accommodations.
 - 2. Unless the executive director or designee provides an exemption, Schedule AX positions shall be recruited through a competitive process.
 - 3. No provision of this policy shall be construed as creating a binding contract, promise, or an employment agreement for Schedule AX employees. Employment with DHHS may be terminated at any time, with or without cause, by either the employee or DHHS.


Tracy S. Gruber
Executive Director

July 3, 2025
Date