

SECTION II EMPLOYMENT POLICIES

Policy #205 Recruitment and Employment (*Revised 11/4/2013*)

PURPOSE/SCOPE:

Brunswick County recognizes the importance of effective hiring practices. Our goal is to obtain the best selection of candidates with job-related qualifications, to ensure that all job candidates receive fair treatment, and to provide opportunities for current employees. All requests to fill vacant positions should be in accordance with this policy. This policy applies to all current and future employees.

Statement of Equal Employment Opportunity

It is the policy of the County to maintain a systematic, consistent recruitment program, to promote equal employment opportunity, and to identify and attract the most qualified applicants for all present and future vacancies. Equal employment opportunities are allowed without regard to race, color, religion, gender (including pregnancy), national origin or non-disqualifying handicap.

POLICY:

1. Recruitment

- 1.1 Department Head submits position/advertising vacancy requisition to Human Resources for County Manager or their delegate approval. Once approved, Human Resources will notify the Department Head and will be available to assist in the recruitment process.
- 1.2 Human Resources will post positions for a minimum of five (5) working days.
- 1.3 Optional recruiting publicity may be carried out through media appropriate to the position, as decided by the Department Head and Human Resources. Recruiting announcements shall include information pertinent to the position/work involved, and assurance of Equal Employment compliance.
- 1.4 In some circumstances where a situation warrants internal recruitment, the external posting requirement may be waived with the approval of the Human Resources Director and the County Manager.
- 1.5 The County, through its recruitment program, will strive to attract diversity applicants for all open positions.

BRUNSWICK COUNTY PERSONNEL MANUAL

2. Application for Employment

- 2.1 The acceptable application for all position listings shall be the electronic Applicant Online Application. Applications shall be accepted only for positions currently posted on Applicant Online.

The receipt of any employment inquiries from persons and/or sources shall normally be forwarded to the Human Resources Department for further action, as required.

3. Application Tracking

- 3.1 The Human Resources Office shall be responsible for oversight of all job announcements, including posting and closing dates, all optional referral sources utilized during the recruitment process, and maintaining the specifics on the pool of applicants considered for each vacancy.
- 3.2 The specifics shall include all applicants for each job vacancy including age, gender and racial or ethnic group, according to requirements for recording applicant information for EEO reporting purposes. To the extent that it is practical, these records shall be reviewed periodically in connection with the county's overall selection procedures, to ensure that equal consideration is given to all qualified applicants.

4. Interviewing of Candidates

- 4.1 Department Heads participating in the selection interview process are responsible for coordinating and maintaining the interview schedule and ensuring the interviewing staff follows appropriate guidelines.
- 4.2 The following are a few of the guidelines to be used in an interview:
- Questions asked during the interview must be job related.
 - Questions may not be asked about the applicant's personal life.
 - Questions may not be asked of a woman that would not be asked of a man, nor of a man that would not be asked of a woman.
 - No oral or written inquiry will be made of an applicant for employment with regard to date of birth, marital status, financial status, number of children or child care arrangements, disability, pregnancy, garnishments, nor will such information be used regarding any employment decision.

5. Merit Principle/Qualified Standards

- 5.1 All applicants considered for employment or promotion, shall meet the employment qualifications established by the job description relating to the position to which the application is being made.
- 5.2 All hiring decisions shall be made on the basis of merit and qualifications and without regard to politics, age, race, gender, color, non-disqualifying handicap, religious affiliation, or national origin.

BRUNSWICK COUNTY PERSONNEL MANUAL

- 5.3 Brunswick County complies with U.S. law (E-Verify) that requires employment of only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. The employee must furnish a completed I-9 Form and provide the appropriate documentation before commencing work.
- 5.4 Based on the qualification weaknesses of applicants submitted, the County may hire an applicant in a training capacity who does not meet all minimum qualifications for a particular job. In this instance, the deficiencies may be eliminated through orientation, certification, and/or on-the-job training.

6. Selection

- 6.1 Each department will review applications and interviews will be granted to the most qualified candidates.
- 6.2 Department Head may discuss salary requirements with the candidate but may not extend an offer until approved by the County Manager.
- 6.3 The Department Head will contact the selected candidate, make a contingent offer, dependent on results of background check and pre-employment testing and arrange for a suitable start date. We encourage the start date for external hires be on a Monday and internal hires occur the first Monday of a pay period. All other candidates shall be informed by Human Resources of their status after the completion of the selection process.
- 6.4 The Department Head will submit the Personnel Action Form/Request, selected candidate's application/resume/cover letter with candidate selection form to Human Resources for County Manager approval.
- 6.5 Human Resources will conduct a background check and the selected candidate will be required to submit to a pre-employment drug test. Other tests may also be required depending on the Department.
- 6.6 Upon receipt of successful completion of tests, Human Resources will notify the Department Head and also contact the new hire to arrange a time to come in and complete new hire paperwork.
- 6.7 If the duties of the position involve operation of county owned/insured vehicles, the Department Head shall request that Human Resources review the driving record of the selected candidate.

BRUNSWICK COUNTY PERSONNEL MANUAL

7. Promotion of an employee to fill a vacancy (internal department career ladder progression)

- 7.1 Candidates for promotion shall be determined on the basis of their qualifications and their work records without regard to age, gender, race, color, creed, religion, political affiliation, national origin, or non-disqualifying handicap. Performance appraisals and work records for all personnel being considered for promotion meeting minimum qualifications for the position shall be carefully examined when opportunities for positions in higher classifications occur. If a posting for the opportunity is required, then the posting period must still be held in accordance with Section 1.2 of this policy.

8. Pre-Employment Testing and Pre-Employment Checks

- 8.1 The Department Head or the hiring manager should make it clear to the applicant that the offer and acceptance of a job are contingent upon satisfactory completion of job-related pre-employment procedures.
- 8.2 Pre-employment requirements may vary by department.
- 8.3 Reference checking is the responsibility of the Department Head in cooperation with Human Resources.

9. Probationary Period of Employment

- 9.1 All full-time regular employees selected for a 'new' or 'promoted' position will serve a probationary period **for a minimum of three (3) months, but not to exceed nine (9) months.** ~~of six (6) months; however, his/her probationary period may be extended three months for further observation if deemed appropriate by the department head.~~ Any employee serving a probationary period may be dismissed at any time.
- 9.2 Any Brunswick County employee selected for a new or promoted position will comply with 9.1 above with the exception that existing benefits shall remain in effect.
- 9.3 Employees completing the probationary period will be considered regular employees and notification of such from the department head will be placed in the employee's personnel file.

10. Exclusions

- 10.1 The Sheriff Office and Register of Deeds are exempt from this policy but not from Federal or State laws. For example, pursuant to NCGS Sec. 153A-103, the appointment by the Sheriff or Register of Deeds of a relative by blood or marriage of nearer kinship than first cousin or of a person who has been convicted of a crime involving moral turpitude requires prior approval of the Board of Commissioners. Employees for these groups are not exempt from other requirements such as E-verify, I-9 or hiring start dates.
- 10.2 Where still in existence, Competitive Services employees should utilize the State Personnel Act.

BRUNSWICK COUNTY PERSONNEL MANUAL

- 10.3 Nothing contained in this policy shall prohibit the transfer, rehire, promotion, demotion or other action with respect to an employee incident or to effect the settlement of an employee grievance or lawsuit.

11. Employment of Minors

- 11.1 Persons under the age of 18 are considered to be minors.
- 11.2 Provisions of federal and state laws regarding wages, hours, working conditions of minors, including but not limited to overtime work, operation of machinery, night shift work, lunch periods, schooling, and other working conditions, shall be strictly followed.
- 11.3 Persons from age 14 to 17 may be hired under the following conditions:
- Birth certificate will be furnished and age verification entered on the applicant's official record.
 - Work permits will be furnished as required by state law and verification of work permits entered on the applicant's official record.