

CHAPTER 8

APPOINTMENT

1.0 APPROVAL. All appointments provided for under this chapter, which are subject to fiscal control by the Commission, are subject to approval by the Personnel Director.

2.0 Appointments and promotions to career positions in the classified service shall be based on merit principles. Selection methods will be based solely on job related knowledge, skills, abilities, experience, education, and when appropriate, prior demonstrated performance, aptitude, and adaptability. Selection methods shall provide equal opportunity to all qualified persons who apply, and all persons who are admitted shall compete against common standards.

3.0 PROBATIONARY APPOINTMENTS. All appointments shall be made through a written request to the County Office of Personnel Management and in accordance with these regulations. The Administrative Officer of each department shall be the appointing authority for the employees of that department. Selection shall be made for each position from the five (5) highest available names on the certification submitted by the Personnel Director, (unless the Personnel Director determines that more than five (5) persons should be certified), exclusive of the names of those persons who failed to answer or who declined appointment, or of those names to whom the Administrative Officer offers an objection in writing based on the reasons listed in Chapter 4, 6.0, for examination when such objection is sustained by the Personnel Director. All persons having exactly the same final grade as the fifth available person on a certification shall be given consideration for appointment the same as if they were among the highest five (5) available names.

4.0 In selecting persons from among those certified, the Administrative Officer shall be permitted to examine copies of applications of those certified and all available information and to interview them. Final selection, reports of interviews, unavailability of applicants, and notification to eligible applicants shall be reported in writing by the Administrative Officer to the Office of Personnel Management.

4.1 If the eligible applicant selected declines the appointment, evidence of declination and other such data shall be transmitted to the County Office of Personnel Management for permanent record. An individual may be considered by the Administrative Officer as having declined appointment if they fail to reply within five (5) days after the transmission by mail of a written inquiry of availability, or if they fail to reply to a telephone message inquiry within forty-eight (48) hours after the telephone call . If an eligible applicant accepts an appointment and fails to present themselves for duty at the time and place specified, without giving reasons for the delay satisfactory to the Administrative Officer, they shall be deemed to have declined appointment.

4.2 If, in the exercise of choice, the Administrative Officer passes over the name of an individual on a register in connection with three (3) separate appointments made from the register, the name of such applicant shall thereafter not be certified to that Officer from the register for the future vacancies in that class of position unless so requested by the Administrative Officer in writing to the Personnel Director.

5.0 It shall be the responsibility of eligible applicants to notify the Office of Personnel Management in writing of any change of address, telephone number, or other changes which may affect employment availability. Whenever an eligible applicant submits a written statement restricting the conditions for employment, the eligible applicant's name will be withheld from all certifications for positions which do not meet the conditions specified.

6.0 TEMPORARY, SEASONAL, AND PART-TIME APPOINTMENTS. If an employee is needed for a temporary, seasonal, or part-time period, the Administrative Officer shall submit a request to hire form to the Personnel Director. Temporary appointments shall not exceed ninety (90) days, with the period extendable for a period not to exceed an additional ninety (90) days for good cause as determined by the Personnel Director. Seasonal appointments shall not be for more than one hundred eighty (180) working days within any calendar year. Part-time appointments shall be limited to working an average of nineteen (19) hours per week but not more than nine hundred eighty eight (988) hours in a calendar year.

6.1 When there is an approved leave of absence for a merit position, a temporary replacement may be authorized for a period not to exceed twelve (12) months.

6.2 Employees hired into a temporary, seasonal, part-time or other merit exempt position shall compete for appointment to merit positions when vacancies are advertised to the public.

6.3 Employees hired into a temporary, seasonal, part-time or other merit exempt positions shall possess the minimum qualifications required in the classification description.

7.0 APPOINTMENTS VIA SPECIAL CONTRACTS. Employees hired for a specific period via a special contract (for example, but not limited to: Public Service Employment (PSE), Job Training Partnership Act (JTPA), Public Employment Program (PEP), Youth Services Contract, etc.) are exempt from the provision cited in Chapter 9, 2.0, which reads: "Continuation in a position after the expiration of a probationary period shall constitute permanent employment." Such special contract employees are not permanent, but are subject to the limitations, terms, and conditions of the contract under which they are hired and do not have rights of tenure or appeal as provided to merit-covered employees. Employment of such employees shall terminate at the end of the specific period for which they were hired unless their status has been changed to merit-covered via an approved personnel action form indicating such a change and signed by the Administrative Officer and the Personnel Director.