COUNTY OF ALBEMARLE
PERSONNEL POLICY

§P-24 RECRUITMENT AND SELECTION OF ~~PERSONNEL~~EMPLOYEES

It ~~shall be~~is the County's policy ~~of the Board~~ to recruit and select ~~the most suitable~~ candidates who best exemplify the ability to achieve the County's goals and visions for positions based upon established criteria. ~~-~~Recruitment and selection of ~~personnel~~ employees will be conducted in an affirmative manner to ~~i~~ensure open competition and to yield the best possible candidates for each position. ~~-~~The entire recruitment and selection process shall be ~~done in a~~ consistent ~~manner in accordance~~ with approved procedures and in accordance with all applicable federal, state, and local employment laws and regulations. Additionally, ~~It~~the recruitment and selection process will be balanced to provide open, competitive, entry~~-~~-level opportunities, as well as advancement opportunities through promotion.

It is the County's policy ~~of the Board~~ to ~~seek~~ obtain criminal conviction information on applicants prior to their employment. ~~It is the responsibility of t~~The Department of Human Resources ~~to~~will determine on a case-by-case basis whether ~~or not a convicted offender will be employed considering~~a criminal conviction will disqualify an applicant from employment based upon, at a minimum, the ~~sensitive~~ nature of the ~~affected job~~ position applied for, the seriousness and nature of the offense(s), any applicable state or federal law, the relevance of the crime(s) to the job, the amount of time passed since the conviction, and the honesty of the applicant in completing the application form.

Amended: August 4, 1993; August 7, 1996; January 16, 2019

PERSONNEL

Procedure for Compliance for Recruitment and Selection of ~~Personnel~~Employees

When a vacancy occurs, the department head/~~ or~~ designee will be responsible for forwarding a job ~~specification~~requisition, ~~which should include~~including the job title and specific requirements for the position to the Department of Human Resources, unless alternative procedures have been established by the Department of Human Resources.

Department heads/designees shall ~~assure~~ ensure that all persons involved in interviewing candidates have ~~instruction~~ received current training in the legal aspects of interviewing and are fully aware of the job description and duties of the ~~candidates being interviewed~~vacant position.

A. Recruitment

1. The ~~Director~~ Department of Human Resources shall develop and conduct an active recruitment program designed to meet current and projected ~~manpower~~ County needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to ~~all~~ sources likely to yield ~~qualified~~ candidates who meet the minimum job qualifications.

2. Job Announcement and Publicity – In order to attract ~~an adequate number of~~ a sufficient pool of candidates for present or anticipated vacancies, the ~~Director~~ Department of Human Resources will issue job announcements and publicize vacancies through ~~such~~ advertising and social media as is deemed appropriate for each vacancy. Job ~~notices~~ announcements will be clear and readable and include the job title, ~~advertised hiring~~a pay rate/range ~~(which shall be from the minimum of the salary range to 20% above the minimum of the salary range)~~, minimum qualification requirements, and other pertinent information. ~~The County Executive, or designee, has the authority to advertise up to the maximum of the range.~~ Publicity for job vacancies shall be conducted for a sufficient amount of time to ~~i~~ensure a reasonable opportunity for persons to apply and be considered for employment. Job vacancies shall be formally announced via posting of the vacancy at least ten (10) ~~working~~ business days prior to the closing date for filing applications. In case of emergency need, exceptions to this time limit may be authorized by the Director of Human Resources/designee.

3. Application Form – All applications for employment shall be ~~made~~ submitted using~~on~~ prescribed forms and processes. All applications must be signed. ~~and t~~The ~~Director~~ Department of Human Resources may require proof of statements made on the application(s).

4. Rejection of Applications – The Director of Human Resources/~~ or~~ designee may reject any~~d~~ application~~s~~ ~~which~~ that indicates that the applicant does not meet the minimum qualifications established for the position. ~~-~~Applications may also be rejected if the applicant:

   a. Has deliberately falsified his/her application;

b. Is physically, mentally, or otherwise unable to perform the ~~duties~~ essential functions of the position even with a reasonable accommodation;
c. Has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position; ~~or,~~
d. Has failed to meet the application deadline for a ~~specific~~ particular position;
e. Has failed to complete the application; or,
~~d.~~f. Is a former employee who was found to have violated policy.

Applicants who have been found to have falsified applications may be considered after three (3) calendar years. Former employees who were found to have violated policy may be considered on a case-by-case basis, but should be considered after at least three (3) calendar years from separation of employment.

An application also may be rejected if the applicant meets or met any of the above criteria (a-f) violated the above provisions while seeking employment with or employed by the Albemarle County Public Schools. These provisions are reciprocal for former employees of the School Board.

5. Promotions and Transfers – Promotions and transfers under this policy are those positions which current employees wish to apply for and compete to obtain. These opportunities may be open to Albemarle County regular employees who meet prescribed minimum ~~requirements~~ qualifications for the ~~position to be~~ advertised position. ~~All promotions that involve a vacancy or additional positions will be advertised externally and internally. If a reorganizations occurs within a department that does not create a vacancy, an internal posting within the department may take place. Internal vacancy announcements shall be posted within the affected department by the Director of Human Resources for a period of one week.~~ Vacancies may be posted internally (within a department or within the County), and/or externally, as determined by the Department of Human Resources for a period of at least five (5) business days (for internal only) or ten (10) business days. Candidates for ~~an~~ internal transfers or promotions must adhere to all communicated instructions, including deadlines, for job consideration~~will notify the Director of Human Resources of their application in writing prior to the posted deadline~~. In the event that an internal vacancy involves the transfer of an employee from one department to another, both department heads must be in agreement regarding the specific details (i.e., effective date, training that is expected, follow-up procedures, ~~etc.~~and other details) of the transfer before the transfer ~~is effected~~occurs. A new probationary period may be required when an employee changes to a different position in accordance with Policy § P-23, Performance Review.

6. Selection Procedures – Applications will be screened to determine which candidates best meet the needs of the department. Those candidates will be interviewed. ~~After the closing date for applications has passed, the Director of Human Resources/designee will review applications to assure that they meet minimum requirements.~~ Offers of employment will not be made without approval from the Director of Human Resources/designee, and no offer shall be made until the closing

date for applications or the minimum posting period has passed, unless an exception has been granted by the Director of Human Resources/designee. ~~The department head/immediate supervisor will conduct interviews conducted with those candidates whose applications have been screened and recommended by the Director of Human Resources/designee. Initial interviews will be conducted at the department level. The department head/supervisor will recommend the employment of a finalist to the Director of Human Resources.~~

Under no circumstances will a department head/designee suggest to or agree with (either formally or informally) an employee planning to retire from the County or Albemarle County Public Schools to rehire him/her in a part-time or full-time position after retirement. Neither will a department head/designee delay a hiring process in order to rehire the retiree. Retirees from the County or Albemarle County Public Schools are not eligible for rehire until the Virginia Retirement System waiting period has been fulfilled. Periods of leave with or without pay do not count toward satisfying the required break in service. Summer breaks, intersession periods, educational leave, and sabbaticals also do not count toward satisfying the required break in service.

7. Department heads/designees will forward a brief rationale for their selected candidates to the Department of Human Resources through the prescribed process. All materials pertaining to the candidate pool, interviews, and selection process must be retained for a period of three (3) years from the hire date of the selected candidate. Departments are responsible for their own retention and destruction of recruitment materials, unless the Department of Human Resources requires otherwise. ~~The department head/supervisor will forward a list of those persons interviewed, the date, and a brief rationale for the choice of candidate. This information must be in writing to the Director of Human Resources and forwarded with the files of the applicants.~~

8. The hiring manager will notify interviewed candidates of their status. All other candidates can view their application status through the application system and /or job posting.~~Successful and unsuccessful candidates will be notified.~~ Official notification in writing by the ~~Director~~ Department of Human Resources to the hiree shall be the only commitment of employment. ~~The Personnel Action Authorization signed by the Director of Human Resources and County Executive or designee must be completed in order to place an employee on the payroll.~~

9. ~~Employees~~ Certain positions may ~~be~~ require~~d~~ employees to present satisfactory evidence of good health to the Department of Human Resources prior to beginning their employment.

10. ~~To avoid excessive risk exposure, the insurance carrier has requested that the County secure driving records from the Department of Motor Vehicles on all persons where the employee's position requires the use of a County vehicle. Employees who are required to drive as a responsibility of their position must maintain insurability with the County's insurance carrier. Failure to do so may result in termination of employment.~~Employees shall be required to undergo background checks in accordance with County Policy § P-05, Effect of Criminal Conviction or Arrest, and any other clearances the position requires.

11. Equal Employment Opportunity: Hiring for Albemarle County shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or

related medical conditions, age, marital status, or disability unless otherwise permitted by County policy or applicable law. Applicants hired by the County must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.