FULTON COUNTY

PERSONNEL POLICY

SUBJECT: RECRUITMENT AND SELECTION

DATE: January 1, 2017 Number: 327-16

I. Statement of the Policy

It is the policy of Fulton County to recruit and select the best qualified applicants for employment with the County. All recruitment efforts and selection decisions will be made in accordance with Fulton County's Equal Employment Opportunity and Diversity and Inclusion Policies. The Personnel Director has the authority to implement a procedure to effectuate this policy.

II. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

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PERSONNEL PROCEDURE

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I. Recruitment for Open Positions

For purposes of the Recruitment and Selection Policy, a position is deemed to be open when: (1) the position is a newly-created position with no incumbent, or (2) in the case of an established position, when an Appointing Authority receives information that the position will be vacated by the incumbent on a particular date due to promotion, demotion, lateral transfer, retirement, voluntary or involuntary separation from employment, or other change in job status.

A. Open Positions

An Appointing Authority generally may initiate the recruitment and selection process for an established, funded position immediately upon receiving notice that the position will be vacated by the incumbent on a particular date due to promotion, demotion, transfer, retirement, voluntary or involuntary separation from employment, or other change in job status unless the Appointing Authority has obtained approval for creation of a parallel position pursuant to Fulton County policy. However, an Appointing Authority shall not initiate the recruitment and selection process to fill a vacancy that is created by the demotion, transfer or involuntary separation of a classified employee during the pendency of any related appeal to the Personnel Board. In such cases, the position shall remain frozen until the pending appeal is fully and finally resolved in accordance with the Appeals Policy and Procedure and applicable Georgia law. During the pendency of any appeal to the Personnel Board, the department may contact the Department of Human Resources Management to discuss options for addressing operational needs until the vacancy can be filled.

To fill an open position, the Appointing Authority must inform the Chief Human Resources Officer of the need to initiate the recruitment and selection process as set

forth below, unless the position is for the personal staff of an elected official.

B. Procedures

When an Appointing Authority wishes to fill an open position, they may elect to first consider qualified employees on the Transfer List. If an Appointing Authority elects not to consider an employee on the Transfer List and needs recruitment services, he or she will notify the Chief Human Resources Officer in writing of the open position by preparing a Recruitment Requisition, which will include the following information: job title, class, position number and type of recruitment needed.

Upon receiving a Recruitment Requisition, the Chief Human Resources Officer or his/her designee has the authority to immediately open recruitment for any vacant position. The Department of Human Resources Management will partner with the Appointing Authority concerned to prepare an appropriate written recruitment announcement. The announcement will then be published and distributed within appropriate departments of Fulton County and to such other addresses and advertising media as may be deemed appropriate under the circumstances. If the recruitment is a promotional recruitment opportunity available only to employees of one department or a County-wide promotional recruitment, the publication and distribution of the announcement will be limited accordingly.

Announcements may provide for an application deadline or provide that the position will remain open for application until filled. Announcement will specify the position title, pay rate or pay range, essential duties, minimum qualifications, including any bona fide occupational requirements (including physical requirements), and other pertinent information.

With the exception of the personal staff of Elected Officials, no position may be filled until recruitment has been conducted by the Human Resources Operations Division of the Department of Human Resources Management, applications have been accepted, and a selection has been made by the Appointing Authority. Although open positions may be filled pursuant to the Lateral Transfer Policy, any lateral transfer request received by the Department of Human Resources Management after the announcement of a vacant position will only be approved after the completion of the recruitment process assuming no applicant was selected to fill the open vacant position.

II. Application and Selection

A. Employment Application

Applications for employment in any announced open position shall be submitted within the time limits specified in the applicable announcement by any person who

meets the minimum qualifications, standards and requirements of the position as specified in the announcement. Acceptance of applications after the closing date may be approved by the Chief Human Resources Officer or his/her designee whenever sufficient reason(s) exist(s). Applications shall be made under oath on forms prescribed by the Department of Human Resources Management and shall be completed in their entirety. An application must be completed in order to be eligible for employment with Fulton County.

B. Minimum Qualifications

No applicant for employment may be offered a position with Fulton County unless the applicant meets the minimum qualifications established for the position.

C. Veterans' Preference

Fulton County supports the hiring of veterans and will give preference to applicants who are veterans of the United States armed forces, as set forth in Fulton County's Veterans Preference Policy.

D. Lists and Certification

(i) List of Eligibles

A List of Eligibles will include applicants who meet the minimum qualifications for employment in an open position as determined by the Department of Human Resources Management. Applicants will remain on the List of Eligibles for a specific position for six (6) months, or one (1) year for Public Safety positions, counting from the date on which their eligibility was most recently established. A List of Eligibles will also include the following additional lists:

- Recall List
  Permanent Fulton County employees, who were laid off due to unavoidable emergency reductions in the work force; for example, lack of work, lack of funds, budgetary limitations, severe economic conditions, abolishment of positions due to reorganization or other similar valid reasons, as outlined by the Fulton County Reduction in Force policy. Recall employees will remain on the Recall List for one (1) year, counting from the date of their separation from Fulton County.

- Promotional List for Public Safety Departments
  Classified or Unclassified Fulton County employees who have established their promotional eligibility in accordance with laws and personnel regulations and who are seeking promotional employment in Public Safety Departments. Employees will remain on the Promotional List for one (1) year, counting from the date on

which eligibility was most recently established.

- Reemployment List
  Fulton County former employees who left employment in good standing, with permanent status, and who apply for reemployment within six (6) months from the date of their most recent separation from a permanent position. Separated employees will remain on the Reemployment List for six (6) months, counting from the date of their separation from Fulton County.

  Standing lists for a class, if any, must be exhausted before any additional recruitment may be conducted for that class.

(ii) Certification of Lists

The Chief Human Resources Officer or his/her designee is responsible for preparing and forwarding the List of Eligibles to the Appointing Authority for consideration. For all applicants, except those listed on the Recall and Reemployment Lists, the Chief Human Resources Officer or his/her designee will provide the Appointing Authority with job applications and other documents demonstrating each applicant's qualifications for the open position. For applicants appearing on the Recall and Reemployment Lists, the Chief Human Resources Officer will provide documents demonstrating each applicant's qualifications for the open position upon request by the Appointing Authority. Prior to certifying and forwarding the List of Eligibles, the Chief Human Resources Officer or his/her designee must ensure that candidates on the Lists of Eligibles for a particular open position meet the minimum qualifications for that position.

Preparation and certification of List of Eligibles will be made without regard to and without identification of applicants' race, color, religion, national origin, gender (including pregnancy), age, disability, sexual orientation, gender identity, or any other basis protected by applicable law.

(iii) Interviews and Selection

Upon receipt of a List of Eligibles, an Appointing Authority shall review the qualifications of the candidates appearing on the List and send written invitation(s) for interview(s) to a sufficient number of name(s) listed thereon to allow for selection. The Department of Human Resources Management will provide Appointing Authorities with sample written interview invitations or prepare and send the interview invitations on behalf of the Appointing Authorities, if requested.

It is the responsibility of the Appointing Authority to act promptly on the List of Eligibles furnished to them and to advise the Chief Human Resources Officer of their decisions and actions without undue delay.

Final hiring decisions and selection of eligible candidates from the List of Eligibles shall be made by the Appointing Authority concerned. Upon selection of an acceptable candidate for appointment from the List of Eligibles, the Appointing Authority shall submit the Selection Form to the Human Resources Operations Division indicating the name(s) of the candidate(s) selected and action taken for each candidate.

Once an applicant is selected for employment, that applicant's name will be removed immediately from any existing List of Eligibles. However, the name of any applicant selected for appointment to a temporary position shall remain on the List of Eligibles and the applicant shall remain eligible for consideration for appointment to a permanent position.

(iv) Rejected Candidates

Candidates listed on a List of Eligibles who were considered but not selected shall be appropriately annotated on the certificate by the Appointing Authority concerned and the List of Eligibles returned to the Department of Human Resources Management.

E. Satisfaction of licensing and certification requirements

Offers for employment may be conditioned upon the candidate's ability to provide an official school transcript or a copy of any certification, permit or license that has been designated as required by the job announcement, prior to the first day of employment in the position.

As a condition of continued employment, all employees of Fulton County must notify their respective Appointing Authority and the Chief Human Resources Officer in writing via hand delivery within five (5) calendar days of receipt of any notice of denial, suspension, revocation, and/or non-renewal of any license, permit, registration, and/or certification where such is required for performance of their job duties with Fulton County. Such notice of denial, suspension, revocation, and/or non-renewal may result from noncompliance with an order for child support as certified by the Georgia Department of Human Resources and ordered by a court or for any other good and sufficient reason deemed necessary by the issuing authority.

F. Post-Offer physical examination and health screening questionnaire

All candidates for public safety positions and those candidates who are required to possess and maintain a valid Commercial Driver's License (pursuant to the Uniform Commercial Driver's License Act set forth at Section 40-5-140 et seq. of the Official Code of Georgia Annotated, as amended) in order to perform their job duties, will be required, following acceptance of a conditional offer of employment with the County, to

undergo a routine physical profile examination and Tuberculosis screening test prior to employment, in accordance with federal and state law.

Bona fide occupational physical requirements for individual positions and classes, if any, shall be stated in class specifications. For those classifications where approved physical requirements exist, the findings of the Fulton County examining physician shall be final and conclusive.

The completed record of all post-offer physical profile examinations will be kept confidential and stored in a file maintained by the Department of Human Resources Management separate and apart from an employee's regular personnel file.

G. Employment eligibility verification

Fulton County is committed to complying with all immigration-related employment laws. Fulton County will not knowingly or intentionally hire or continue to employ individuals who lack work authorization. Successful candidates will be required to establish eligibility for employment as set forth in Fulton County's Employment Eligibility Verification Policy.

H. Background checks

Offers for employment may be conditioned upon successful completion of a background check as set forth in Fulton County's Criminal Background Check Policy. Background checks required by Fulton County will fully comply with the requirements of the Fair Credit Reporting Act ("FCRA"). Unfavorable results on a background check will not automatically disqualify a candidate for employment with the County, unless mandated by law. Rather, the final decision will rest with the Appointing Authority who will consider each case on its individual merits and circumstances.

I. Security questionnaire

A security questionnaire will be required for all Fulton County employees by Georgia State law. Failure to complete the required questionnaire within six (6) months from the date of employment will be grounds for termination of employment and/or legal action.

J. Employment of Relatives

Decisions regarding whether to employ an individual who is a relative of another Fulton County employee by blood or marriage will be made in accordance with Fulton County's Employment of Relatives Policy.

III. Other Appointments

A. Temporary Pending Recruitment (TPR)

If no standing List of Eligibles (excluding the Transfer List) exists for a given class, an Appointing Authority may recommend to the Chief Human Resources Officer that an individual who possesses the required qualifications for such class be given a Temporary Appointment Pending Recruitment (TPR). Active recruitment should begin within thirty (30) days of the TPR Appointment. Such TPR Appointments normally will not exceed six (6) months, during which period, active recruitment for the position(s) shall be announced and conducted for the purpose of establishing a List of Eligibles. Any individual serving in a TPR status shall be eligible to apply and compete for a Regular appointment in the specified class during such recruitment. TPR Appointments may be extended with approval of the Chief Human Resources Officer. The time requirements regarding initiating recruitment and term of the appointment will be extended if there is no permanent Appointing Authority over the particular position until such time a permanent Appointing Authority is appointed.

Any permanent employee who is assigned by TPR to work in an acting or Interim capacity whereby he/she performs the duties of a vacant existing higher classification and position outside of his/her regular classification/position, shall receive a pay rate of at least the minimum pay rate for the applicable position effective immediately upon assignment. An employee's salary may be adjusted in accordance with Section IV of the Fulton County Promotions Policy procedures. An employee promoted via TPR must meet the eligibility requirements for the higher class as designated by the Chief Human Resources Officer.

A TPR appointment may be terminated at any time by the Appointing Authority. For employees appointed to a promotional TPR assignment, upon completion of TPR appointment, an employee shall have the right to be returned to his/her former classification and position and revert to his/her previous pay grade and to the salary at which he/she would have been entitled had he/she remained in the position (including any pay rate increases which would have accrued). Any employee who was in the Classified service immediately prior to working in an acting capacity or serving in an interim position via TPR appointment shall retain such Classified status upon return to his/her former classification and position. If an employee in a TPR appointment commits an act that warrants termination based on the determination of the Appointing Authority, and is terminated for such act, the employee will lose any right to return to their prior position.

B. Part-Time Positions

An individual may be appointed to a maximum of two (2) part-time positions in the same department, provided that both positions are in the same category (Classified or Unclassified) and that the total work hours authorized do not exceed 29 hours per

week.

C. Work Test Appointments

(i) Any individual appointed to a position in the Classified Service as defined by the Fulton County Civil Service Act of 1982, as amended, may be given an initial Work Test appointment during which the individual shall be required to complete 90 calendar days of on-the-job training. The 90 day training period permits Department Heads, Appointing Authorities and supervisors to observe and evaluate the ability and willingness of the employee to carry out the duties of the position. It also allows the employee to evaluate the position and to determine if he or she is genuinely interested in making a long-term commitment to the job and Fulton County.

(ii) The 90 day training period requires the department to provide the employee adequate instruction, training and encouragement so that the employee has an opportunity to adjust to the job.

(iii) Upon successful completion of the 90 day training period, individuals will enter into a probationary period of employment as described in Section IV below. Only those employees who meet acceptable standards of work during the training period will be allowed to begin the probation period of employment.

(iv) The 90 day training period in no way alters the employee's position as an employee at will.

IV. Probationary Period for Classified Employees

Any individual appointed to a position in the Classified Service as defined by the Fulton County Civil Service Act of 1982, as amended, shall complete a probationary period of employment during which he or she must demonstrate to the satisfaction of the Appointing Authority the knowledge, ability, aptitude, and other necessary qualities to perform satisfactorily the duties of the position in which employed. The Chief Human Resources Officer may fix the length of the probationary period for any position at not less than six (6) nor more than eighteen (18) months. The probationary period will be the first six (6) months in a position unless the Chief Human Resources Officer designates a longer period of time.

Once an individual successfully completes the probationary period of employment in a classified position, he or she shall gain permanent status in that position. Permanent status grants the employee additional notice and appeal rights that are not required during probationary period of employment. During a probationary period of employment, an individual can be discharged without appeal rights if such action is determined appropriate by the Appointing Authority.

Following promotion into a classified position, an employee shall complete a probationary period of employment in the position. The probationary period shall be an essential part of the promotion process during which the employee must demonstrate the capability to perform the duties of his or her new position satisfactorily.

The probationary period generally shall be extended day for day by any time spent on paid leave pursuant to the Time Away for Work Policy and Procedure or in a non-pay status. Time spent in a non-pay status for ordered uniformed service (as defined in the Uniformed Services Employment and Reemployment Rights Act) shall not extend the probationary period, however.

It shall be the responsibility of the Appointing Authority to determine whether a probationary employee is to be granted permanent status. Permanent status is effective on the calendar date following completion of the probationary period of employment. An employee who is not transferred, demoted or separated prior to attaining eligibility for permanent status shall acquire permanent status. Permanent status shall not be granted to a probationary employee, however, prior to the acquisition and submission to the Appointing Authority of any required license or certificate.

If it is determined, prior to the completion of the probationary period, that the employee is not to be granted permanent status, the Appointing Authority may (1) demote the employee to a position equivalent to the last permanent status position held or (2) separate the employee from employment as provided in the Separations Policy and Procedure.

An employee shall be notified in writing of failure to attain permanent status. An Appointing Authority's decision not to grant an employee permanent status may not be appealed.