

## Roseau County Uniform Hiring Practices

### 1.1 Policy Statement

Employment of competent and qualified employees in compliance with all pertinent laws and government regulations is essential to the County's success as an effective, progressive business enterprise. To guarantee a consistent and effective employment program, the County has adopted the County Personnel Act. Under this act, the county appoints a Personnel Director who manages the hiring process. At Roseau County the Personnel Director is the County Coordinator.

### 1.2 Authorization to Establish Positions

The County Board possesses the sole authority to establish new positions and to approve filling of all vacancies not governed by elected official authority.

### 1.3 Procedure for Filling Vacancy

When there is ***a regular full-time or a regular part-time vacancy within a department***, the following procedure shall be followed in filling said vacancy/position:

- a. For all full-time vacancies, the department head will assess the need to replace the position and whether or not the position could be filled with a part-time employee, two part-time employees, work accomplished in some other fashion, or whether justification exists to re-fill the position.
- b. The department head will notify the County Coordinator of the vacancy.
- c. Request to fill the vacancy will go before the Board for approval.
- d. Upon approval of the Board, the position will be advertised according to statutes and county policy.
- e. County employment applications are available from the County Coordinator, the Auditor's Office, or may be accessed on the county web site.
- f. Applicants will be screened for qualifications and/or tested by the hiring committee which shall consist of the County Coordinator, the Department Head and/or Supervisor, and one (1) other person Department Head and/or other employee at the Department Head's discretion.
- g. Interviews will be conducted by the Hiring Committee. (Board has authority to be present for interviews)
- h. Unless waived during the approval to advertise for the position phase, the hiring recommendation will go before the County Board for their approval.
- i. The County Board will take action on the hiring recommendation.
- j. The chosen applicant will be notified of selection by the Coordinator's office.
- k. Background checks will be conducted on ALL employees hired by Roseau County and if requested, the chosen applicant must obtain a medical physical.

- l. Unsuccessful applicants will be notified by the Coordinator's office as soon as possible following the hiring decision by the County Board.
- m. Interview notes and applications must be returned to the Coordinator's office immediately following the completed interviews.
- n. When possible, newly hired employees will begin employment at the beginning of a pay period.
- o. Roseau County Board hires all Department Heads

#### 1.4 **Procedure for Filling Temporary Position/Vacancy**

Department heads do not need approval to hire or replace **temporary** employees **provided the position and/or hours have been approved in the Department budget**. In the event the position or hours are not approved in the budget, the department head will notify the County Coordinator of the specific need for additional staff including estimated numbers of hours, length of time, and total budget request. The request will go before the County Board for approval. Upon approval of the County Board, the Department Head can fill the temporary position at their discretion according to their individual department policy.

#### 1.5 **Policy for Filling New Position**

Department Heads wishing to create a new position within their department should contact the County Coordinator. Establishment of new positions should where possible track with the budget planning cycle so the addition can be planned for and included in the budget.

#### 1.6 **Reassignment of Duties**

Department Heads shall have the authority to reassign duties to employees with the same job title within their department. Such changes shall be at the discretion of the Department Head to enhance the efficiency of the department and/or to respond to changed requirements. Such activity shall not be subject to vacancy/new position policies. Transfers of employees with the same job description to new departments shall be subject to all policies for vacancy/new positions.

#### 1.7 **Orientation**

- a. The Department Head shall be responsible for orienting new employees to the Roseau County Employee Handbook and reviewing the following primary policies:
  - 1. Job duties and responsibilities;
  - 2. Hours of work, lunch and rest periods;
  - 3. Layout of facility;
  - 5. Performance reviews;
  - 6. Recording of hours worked;
  - 7. Vacation schedule;
  - 8. Holiday schedule;
  - 9. Sick leave;

10. Other leaves of absence;
  11. Reporting of leaves (sick, vacation, holiday and other leaves of absence);
  12. Overtime;
  13. Expense reimbursement, if applicable;
  14. Compensation Schedule
  15. Other County and departmental policies and rules
- b. The Auditor's Office shall be responsible for orienting new employees to:
1. Health/life insurance benefits;
  2. Other optional benefits;
  3. Payroll procedures;
  4. Union obligations, if applicable;
  5. Personnel records;
  6. Key/access control policy and will issue keys/FOB
- c. The Coordinator's Office will be responsible for:
1. Sending out New Employee Announcement
  2. Introduction of New Employee to the Board of Commissioners
  3. Coordination of e-mail set up and adding name to phone directory

1.8 **Applications**

All applications for County positions shall be processed through the Coordinator's office unless postings indicate otherwise. Applications are kept on file for one year and in the event a position opens that matches the applicants qualifications.