

Chapter 6 : Personnel Recruitment, Selection and Orientation

Section 6-1: Notification and Advertising of Vacancies

a. Department Heads shall notify the Director of Human Resources of vacant or soon to be vacant authorized positions in their department. When a vacancy occurs, the County Administrator determines whether the position is to be filled by promotion or by a recruitment process.

b. All job announcements shall be coordinated between the Human Resources Department and the affected department to insure the content of the advertisement conforms to County policy and the needs of the department. Job announcements must, at a minimum, contain title, the department in which the vacancy exists, the nature of work or examples of work, the minimum qualifications, the closing date, where applications are obtained and the statement "An Equal Opportunity Employer". Department Heads are to insure that job announcements are posted through the closing date in appropriate departmental locations and made available to their employees as appropriate.

c. All recruitment announcements are publicized by posting announcements or advertisements, and by other means deemed necessary to attract qualified candidates and assure compliance with the County's equal employment opportunity policy. Every reasonable effort is made to publicize such vacancies so that all interested persons are informed and qualified people are attracted to compete for County employment. Publicity may include advertisements in the newspapers and

trade journals, radio broadcasts, correspondence and other contacts with secondary schools and colleges, and mailings to specific outreach locations for posting.

d. Recruitment announcements are advertised in-house for employees only when in the opinion of the County Administrator, upon recommendation of the Department Head, a sufficient pool of employee applicants is anticipated. Should sufficient qualified in-house applicants not apply, the decision may be changed to publicly advertise the announcement. Likewise, the Department Head may recommend the announcement be directly advertised to the public when qualified in-house applicants are not known or anticipated. All announcements to County employees are posted for at least five (5) workdays in a specified location for each department.

Section 6-2: Application for Employment

All applicants for employment must complete an application form and provide the required information to the Human Resources Department. Failure to do so may eliminate the applicant from further consideration for the position. The application forms shall solicit information relative to training, experience, salary history, references, information required by law or policy, and other appropriate information. Application forms and applicant flow information shall be maintained for two calendar years. The Human Resources Department is responsible for promulgating and updating an approved County application form for use under this policy.

All employment inquiries and applicants shall be referred to the Human Resources Department for job information, availability, opportunities, and procedures. To facilitate the collection of certain confidential employee data required by the Equal

Opportunity Employment Commission, the Human Resources Department is the sole source for receiving an application for employment.

Section 6-3: Selection

When appropriate, skill assessments may be used which are written, oral, or a combination thereof and must relate to the duties and responsibilities of the position for which the applicant is being considered. Performance tests may be required by the Department Head when appropriate. Testing may be done by the Human Resources Department, the Virginia Employment Commission, or a qualified third party vendor.

The Department Head determines those applicants to be interviewed, conducts or causes the interviews to be conducted, makes a selection from among the applicants referred and notifies the Director of Human Resources of the recommendation for selection. The Director of Human Resources shall issue appropriate procedures as necessary for conduct of the selection process. Extraordinary recruitment, interviewing, or hiring efforts such as travel, overnight visits, accommodations, moving expenses, or increased annual leave accrual require the approval of the County Administrator. Upon selection, the Human Resources Department issues a letter of offer to the selected individual instructing them to report on a date mutually agreed to by the department and the Director of Human Resources.

Employees who currently occupy a regular full-time position or regular part-time position with the County may be considered for any other regular part-time position or work-as-required position, however, in the case of the second regular part-time position, benefits will not be duplicated.

Section 6-4: Orientation for New Employees

New hires are to be provided a structured orientation program to help them learn about the County and what is expected of them as employees of Gloucester County:

a. On the date of hire, employees are received in the Human Resources Department and provided all pertinent information concerning employment with the County necessary to place them on the County's payroll. The employees are given a "New Employee Orientation" package. A prescribed orientation checklist is used to facilitate the process and to ensure that all appropriate information is passed on to the new employee.

b. The second step in the process, within five (5) days of the date of hire, consists of the supervisor's portion of the checklist which outlines discussion points to explain what is expected in the course of employment with the County.

c. The final step is a formal orientation session by the Human Resources Department which is usually conducted within thirty days of the employment date. This step allows the employee to have some work experience upon which to ask questions during the formal session.

Section 6-5: Probationary Period – New Hires

New employees serve a probationary period of six (6) months. The probationary period is regarded as an integral part of the evaluation process and is used to observe closely the employee's work, to insure the effective adjustment of a new employee to the assigned position, and to reject any employee not meeting expectations. Employees are released from probationary status upon receiving a

formal evaluation and recommendation from the Department Head, and are then considered to be regular (non-probationary) employees of the County. The probationary period may not be extended except on those occasions when a period of approved absence exceeds 30 calendar days (for example, when a probationary employee is called to military duty). In such cases, the probationary period may, at the discretion of the Department Head, be extended one day for each day of authorized absence.

Before the end of the probationary period, if an employee is to be granted regular status, the Department Head shall indicate on a prescribed form to the Human Resources Department:

- a. That they have discussed the employee's accomplishments, strengths, and weaknesses with the employee;
- b. Whether the employee is performing satisfactory work;
- c. That the employee should be retained in County service and granted regular status.

Probationary employees may be terminated from employment at any time during the probationary period at the discretion of the Department Head. The provisions of the County's grievance procedure are not available to probationary employees. If a probationary employee is dissatisfied with the assigned position, the employee may resign from County service without prejudice.

The successful completion of the probationary period should not be construed as creating a contract or as guaranteeing employment for any specific duration. (See Chapter 1 and General Policy Statement in front of Chapter 1 in this manual.)

Section 6-6: Probationary Periods for Other Than New Hires

A probationary period is not used in connection with a transfer or promotional appointment in the same manner as for new employees. If an employee is found to be performing in an unsatisfactory manner in the new position, the employee is counseled by the supervisor, provided reasonable goals and objectives to meet, and a reasonable period of time to meet the standards expected of the position. If the employee's performance remains unsatisfactory, the employee shall be given a written warning that failure to meet the established standards will result in a recommendation for further disciplinary action up to and including termination. Access to the grievance procedure is afforded to such employees because they are not new hires to the County.

Section 6-7: Physical Requirements

Applicants for employment are given a physical examination only when the job specifications contain such a requirement. A physical examination may be requested only after a verbal offer of employment is made to the applicant. The medical report must be completed by a County approved physician and be received and reviewed in conjunction with the essential requirements of work as described in the position description prior to the issuance of a written letter of offer.

Employees must continue to meet, as a condition of employment, the physical standards established in the job specifications for the assigned position and may be given a physical examination at any time after employment when recommended by the Department Head.

All examinations for current employees are to be performed by a physician approved by the County. All required examinations will be paid for by the County. Medical information shall be kept in a separate and confidential medical file.

Section 6-8: Equal Employment Opportunity

Gloucester County's policy is to ensure equal employment opportunity to employees and applicants for employment, without regard to race, color, sex, religion, national origin, age or disability.

The goals of this policy are to:

- a. Ensure equal opportunity in all personnel policies and procedures through identification and elimination of policy and procedural areas that unlawfully discriminate on the basis of race, color, sex, religion, national origin, age or disability.
- b. Employ a workforce representative of the County's population.
- c. Encourage promotion of qualified individuals.
- d. Ensure compliance throughout the organization.

The following actions will be taken, in addition to others, as may be appropriate:

- (1) In recruiting and hiring applicants for employment, advertising shall be conducted in a nondiscriminatory manner using, not only traditional methods but newspapers, television, radio, magazines, and/or other recruiting sources.
- (2) Dissemination, both internally and externally, of the County's policy regarding equal employment opportunity will be a continuing process.
- (3) Training designed to assist employees and supervisors in complying with this policy will be provided as necessary.

All personnel actions, including, but not limited to, administration of compensation, benefits, training, tuition assistance, discipline, termination, layoff, return from layoff and social and recreational programs, shall be administered to further this policy. Personnel actions are subject to bona fide occupational job qualifications.

Section 6-9: Employment Eligibility Verification

Pursuant to the Immigration Reform and Control Act of 1986, the County will hire only United States citizens and aliens lawfully authorized to work in the United States. The Act requires all new employees to complete prescribed forms and present documents that verify eligibility to work. Without such documentation, the applicant cannot be employed by the County.

Section 6-10: Driver and Criminal Records Checks

Certain jobs in the County require Department of Motor Vehicle (DMV) and/or criminal record checks. These record checks protect citizens that use County services and manage the County's risk of loss. Before entering service, certain employees and volunteers must have record checks as indicated below. Failure on the part of the applicant, employee, or volunteer to provide or authorize these checks, as appropriate, will result in withdrawal of the letter of offer, termination, or denial of participation in the volunteer program.

a. **Driver Record Checks:** All employees and volunteers who will or may drive County vehicles will be subjected to DMV records checks upon hire and as deemed necessary by the County Administrator but not less than once every three (3) years.

b. **Criminal Records Checks:** Certain employees and volunteers are subject to criminal records checks. Those positions requiring criminal records checks and the procedure to be followed are designated by the County Administrator.

Section 6-11: Drug Testing

It is the County's policy to maintain a work place that is free from the effects of drug abuse. In furtherance of this policy, all applicants selected for employment shall be required to submit to a pre-employment post-offer drug test, which shall be conducted within 48 hours of an applicant's verbal acceptance of an offer of employment. The costs for all drug tests ordered will be borne by the County. Urinalysis will be used for the detection of controlled substances, and sample collection must take place at a County approved collection site. Any applicant selected for employment whose test result is confirmed positive shall be denied employment and shall not be eligible for employment in any capacity with the County for a period of one year. Test results shall be kept in a separate and confidential medical file. Failure to execute an appropriate release and consent form for drug testing equates to a refusal to submit to drug testing and shall be cause for immediate withdrawal of the offer of employment. The County's drug testing program shall be administered in accordance with applicable federal and state regulations.

Any former employee who has had 12 months or more elapse since their last work day for the County is considered a rehire, and subject to drug testing as outlined above.

Employees offered transfer, promotion, or demotion into a position requiring random drug screening shall be required to submit to a drug test within 48 hours of their acceptance of such offer. Should the employee's drug test result indicate a confirmed positive, the offer of transfer, promotion or demotion will be withdrawn, and the employee shall be subject to disciplinary action up to and including dismissal.