

BRANCH COUNTY HIRING POLICY (DRAFT)
Recommendation: Coordinate with Co-Employers

Policy Subject: Hiring Policy	
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Authorized by: Board of Commissioners	
Approved: May 12, 2009	Effective: May 12, 2009
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POLICY STATEMENT:

This Policy outlines the procedures for hiring or replacing personnel who have terminated employment with the county.

APPLICATION:

This policy applies to Elected Officials (Co-Employers) and Department Heads.

PROCEDURE:

The following procedure will be used to request the replacement of personnel who have terminated employment with the county or have transferred to another department.

1. The Elected Official or Department Head will make a request in writing to the P3 Committee to replace the departed employee if they wish to replace a person in the position or to add a position or employee.
2. This written request will describe at a minimum the position, the need to fill the position, and the impact of not filling the position.
3. The Elected Official or Department Head will appear before the P3 Committee to verbally explain their need to fill the position, the impacts, costs, advantages, and disadvantages.
4. The P3 Committee will make a motion for approval or disapproval of the request to be presented to the Board of Commissioners.
5. The Elected Official or Department Head shall fill or keep the position open following the decision of the Board of Commissioners.