



Effingham County Board of Commissioners

*THE OFFICE OF HUMAN RESOURCES –
EMPLOYMENT POLICIES*

SECTION 2: EMPLOYMENT

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2.01 - AFFIRMATIVE ACTION/EQUAL OPPORTUNITY AFFIRMATIVE

A. PURPOSE

To provide uniform standards for the conduct of the employment function and to reaffirm our commitment to, and support of, all legislation on the subject of Equal Opportunity and Fair Employment Practices.

B. STANDARD

It is the policy of the County to provide equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, religion, sex, age, national origin, and citizenship within the limits imposed by law, disability, veteran, or marital status; and to promote a full realization of equal employment opportunity.

C. SCOPE

This policy extends to every aspect of the employment function including recruiting, hiring, selection for training, compensation, job classification, assignment, working conditions, promotion, transfer, layoff or termination, and all other terms, conditions, and privileges of employment.

D. ADMINISTRATION

Every effort will be made to recruit staff with the best qualifications for the job based on an objective analysis of demonstrated ability, related experience, education and training; and to place them in positions which will contribute to the County's efficient operation and which are consistent with individual employees' work interest and career development.

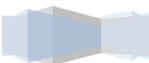
In the execution of this policy, all department heads and employees will be governed by the appropriate state and federal fair labor employment practices law and regulations.

Questions concerning interpretations of this policy shall be referred to the Human Resources Department.

2.02 - ACCOMMODATIONS FOR DISABILITIES

A. STANDARD

No County employee shall discriminate against any qualified individual because of disability with respect to any term, condition, or privilege of employment. A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential function(s) of the position that such individual holds or desires. The County will make reasonable accommodations to the known physical and mental





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limitations of otherwise qualified individuals with disabilities, unless such accommodations would impose an undue hardship on the County's business operations. Both job applicants and employees are covered by the Americans with Disabilities Act (ADA).

2.03 – TYPES OF EMPLOYMENT

A. PURPOSE

To establish a uniform policy governing employment classification for employees of the County.

B. STANDARD

It is the policy of the County to provide certain pay/wages and benefits based on defined employee classifications and a pay plan that is established by the County.

C. TYPES OF EMPLOYMENT

1. Exempt Employees:

Exempt employees are defined as those salaried employees who work as members of management in an executive, administrative, or professional capacity and are exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA). The Human Resources Department shall maintain a list of positions in this category.

2. NON-EXEMPT EMPLOYEES:

Hourly nonexempt employees are those employees who perform duties of a clerical or support nature and are paid at an hourly rate of pay in compliance with the FLSA. Non-exempt employees are eligible for overtime pay for hours worked over 40 in the workweek.

3. FULL-TIME EMPLOYEES:

Any employee who is consistently scheduled to work a forty-hour workweek.

4. PART-TIME EMPLOYEES:

Any employee who is consistently scheduled to work 35 hours or less, per workweek. Part-time employees are not subject to the Appeal Procedures outlined in Section 2.12, Disciplinary Policy and Procedures.

5. TEMPORARY EMPLOYEES:

Any employee who is hired for a special project that is temporary in nature and has an estimated duration of employment of twelve (12) months or less.

6. EMERGENCY APPOINTMENT:

Any employee who is hired when an emergency exists, in order to prevent stoppage of public service or loss of convenience to the public. Emergency appointments shall be for a period not to exceed thirty (30) days, and must be approved by the County



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Administrator. Emergency positions that extend beyond 30 days must have advance approval by the Board of Commissioners.

D. RESPONSIBILITY

It is the responsibility of the Human Resources Department to establish and maintain each job/position classification and monitor the effectiveness of strict compliance with the applicable laws and regulations. Any questions or concerns within this policy should be directed to the Human Resources Department and/or County Administrator.

2.04 – RECRUITING AND HIRING

A. PURPOSE

The purpose of these guidelines is to ensure uniform standards with respect to recruiting and hiring qualified personnel

B. SCOPE

These guidelines are applicable to all vacant positions of employment that are to be filled through external or internal resources. Under the direction of the County Administrator or Board of Commissioners, the Human Resources Department has the responsibility for recruiting, screening, selecting for referral, and referring candidates for employment to the appropriate Department Head for final approval.

C. PROCEDURE

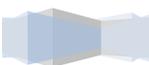
Depending on experience and qualifications, efforts will be made to fill positions from current employees through promotions and transfers. In all cases, the most qualified person will be chosen to fill the position. Open positions will be posted internally for one week. If the position cannot be filled from within, then the position will be advertised for a minimum of two (2) weeks. All positions will be posted on bulletin boards at the Annex building; the Safety Complex; the County Courthouse; and, Administrative Complex, Senior Citizens Center and the Correctional Institution.

1. REHIRING FORMER EMPLOYEES

Since the work performance of former employees is a known quality, consideration for reemployment will be processed through the Human Resources Department for review of past employment record. If hired, the former employee will not receive credit for prior service.

a. Specific offers of reemployment will not be made to former employees without completing the full pre-employment process.

2. INTERVIEWING AND SELECTION





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The Human Resources Department will send all applications and refer qualified candidates to the appropriate Department Head. The appropriate Department Head may select for interview the top three (3) candidates from those submitted by the Human Resources Department. The Human Resource Department will assist the Department Head with the interview procedures. Selection shall be based on each candidate's ability to meet the minimum qualifications, as stated in the Job advertisement. Official job offers (including salary negotiations) shall be extended by the Human Resources Department after consulting with the Department Head only after the completion of the pre-employment process.

3. **PRE-EMPLOYMENT PROCESS**

Department Heads and the Human Resources Department shall be responsible for checking references on their final candidates. The following sources of pre-employment references should be used whenever possible and appropriate:

- a. **PREVIOUS EMPLOYERS** - Contact at least the two most recent employers as shown on the employment application. Caution must be taken when a candidate is currently employed. Present employers should not be contacted without the prior consent of the candidate.
- b. **OTHER REFERENCES** – shall include:
 1. Motor vehicle record check
 2. Criminal background check
- c. **DRUG SCREENING** - Candidates accepted for employment in safety sensitive positions shall be required to pass drug screening before the hiring decision is final.
 - i. The Human Resources Department shall maintain the records from the agency performing the examination. This process shall be conducted in accordance with the Substance Abuse Policy (See 2.06) and ADA standards.

4. **MOVING AND INTERVIEW EXPENSES**

In the event the Board of Commissioners deems it necessary to have a person travel from another location for interviewing for possible future employment, the travel expense incurred by the prospective employee will be reimbursed by the County (Maximum allowance of \$300).

- a. Moving expenses may be authorized for a newly employed staff member when supported by three written estimates from qualified movers. Such estimates must be submitted to the Human Resources Department prior to the move and before any obligation shall be assumed by the County. Movement of household goods may be reimbursed up to a limit of \$3,000 within the State of Georgia and up to \$4,000 out-of-state.



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- b. New employees will be required to sign a promissory note to the county for moving expenses. The note will be prorated over a 24-month period and the balance reduced by each month of employment. If the County employee voluntarily terminates his/her employment before the end of the 24 months, the balance of the note will be due to the Effingham County Board of Commissioners.

NOTE: THE FINAL PAYCHECK AND ANY ACCRUED LEAVE PAYMENT WILL BE APPLIED TO THE BALANCE DUE; ANY BALANCE REMAINING WILL BE WORKED OUT WITH THE HUMAN RESOURCES DEPARTMENT IN ACCORDANCE WITH THE PROMISSORY NOTE.

2.05 – TRAINING PERIOD

A. PURPOSE

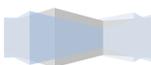
To ensure that all new full-time and part-time employees of the County are provided with an adequate introduction to their work environment and job responsibilities.

B. STANDARD

It is the policy of the County that new employees shall complete a training work period of six months. Further, it is the policy of the County to use this period to work closely with employees and to assure they receive complete training in the area of their responsibilities.

C. GUIDELINES

1. All new and rehired employees shall be placed in training status for six (6) months after the date of hire. Any significant absence may extend the training period.
2. Employees should use this training period to determine whether the new position meets their expectations. Management uses this period to evaluate the employee's productivity, quality of work, team participation, and cooperation. If it is determined that an employee is not working out, he/she may be terminated at any time during the training period. At the conclusion of the full training period, the Department Head recommends in writing to the Human Resources Department to:
 - a. Retain the employee in the present position and classification
 - b. Assign the employee to a lower position, usually at a lower classification; or
 - c. Separate the employee from County service.
3. Department Heads shall be responsible for ensuring that adequate on-the-job training is conducted and monitored, and that all employees become familiar with the Human Resources Standards of Practice during the training period.





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4. Employees that are separated from County service within their 6 month training period are not subject to the Appeal Procedures outlined in Section 2.12, Disciplinary Policy and Procedures.

2.06 – EMPLOYMENT OF RELATIVES

A. STANDARD

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

B. PROCEDURE

1. Relatives of persons currently employed by the County may be hired only if a relative within the organization will not directly supervise them. This policy applies to any relative, higher or lower in the organization, which has the authority to review employment decisions. County employees cannot be transferred into such a reporting relationship. If the relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the County Administrator will decide.
2. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or by termination.
3. If a conflict arises and cannot be settled at the department level, then it will be brought before the County Administrator for resolution.

C. DEFINITIONS

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage to the third degree of consanguinity.

