

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

**SECTION 2
METHOD OF FILLING VACANCIES**

- 2.1 Evaluation of Applicants
- 2.2 _____
- 2.3 Disqualification
- 2.4 Promotion
- 2.5 Transfers
- 2.6 Selection Process and Recordkeeping

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

EVALUATION OF APPLICANTS

**SECTION 2.1
PAGE 1 OF 1**

- A. The Employer or designee shall evaluate those applicants for employment who meet minimum qualifications of the position applied for. Applicants must submit to various job-related screening procedures as deemed appropriate by the Employer such as reference checks, interviews, background checks, performance tests, etc. Applicants may be required to sign appropriate release of information forms authorizing the Employer to obtain otherwise confidential information.

- B. The Employer may require a selected applicant to pass an appropriate examination as a condition of employment to determine whether the applicant can physically and/or mentally perform the essential functions of the job, with reasonable accommodation where necessary. Incumbents of specified positions may be legally required to pass a medical examination or be inoculated during employment (see Section 3.4).

- C. If the Employer requires a physical or mental examination of applicants for hire or promotion, it will only require the physical or mental examination after selecting the preferred applicant for appointment. When the Employer sends a selected applicant for such an examination, it will send information describing the essential functions of the job to the licensed, qualified practitioner conducting the examination, and request that the practitioner indicate in writing whether the applicant can perform the essential functions of the job as identified; and if not, what accommodation, if any, the applicant would require in order to do the job (see Section 3.4).

- D. Incumbents of specified positions may be legally required to submit to a regularly scheduled medical examination during employment to ensure continued ability to perform the essential functions of the incumbent's position. Examinations during employment shall be conducted by a licensed medical practitioner selected by the Employer. The Employer will pay for such medical examinations.

Original Adoption Date: _____ Revision Date: _____

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

**SECTION 2.2
PAGE 1 OF 1**

Original Adoption Date: _____ Revision Date: _____

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

DISQUALIFICATION

**SECTION 2.3
PAGE 1 OF 1**

- A. An applicant shall be eliminated from consideration if he or she:
1. does not possess the knowledge, skills, and abilities necessary to effectively perform the essential functions of the vacant position either with or without reasonable accommodation;
 2. has made a false statement of material fact on the application form or supplements thereto;
 3. has committed or attempted to commit a fraudulent act at any stage of the selection process; or
 4. is an alien not legally permitted to work.¹
- B. An applicant may also be eliminated from consideration upon other reasonable and legal grounds relating to job requirements.
- C. If an applicant is hired and it is subsequently discovered that any disqualifying criteria apply, the employee will be terminated.

Original Adoption Date:_____ Revision Date:_____

¹ This is not intended to be an exhaustive list of reasons. It simply reflects some of the most common reasons an applicant is eliminated from consideration.

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

PROMOTION

**SECTION 2.4
PAGE 1 OF 1**

- A. Promotional opportunities shall be offered to qualified employees whenever possible. The promotion process may be limited to qualified employees, or may allow such employees preference in application and/or consideration, to the extent such is permitted by state laws.

- B. Factors to consider for promotion include, but are not limited to, previous related experience, required training courses, annual performance evaluation ratings, records of disciplinary action, licenses and/or certifications required for the position, and any other job-related criteria.

- C. In order to be eligible for a promotion, an employee must have successfully completed his probationary period in his current position.

- D. Nothing herein shall be construed as a guarantee that an employee has an inherent right to a position due exclusively to the fact that he is currently employed by the Employer.

- E. Promotions within the bargaining unit shall be made in accordance with the terms of the collective bargaining agreement.

Original Adoption Date:_____ Revision Date:_____

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

TRANSFERS

**SECTION 2.5
PAGE 1 OF 1**

- A. A transfer is defined as the movement of an employee from one position to another where there is no change in classification or salary.
- B. A transfer shall be made if it is in the best interest of the Employer. Requests for transfer may be submitted by an employee or the Employer may designate certain employees for transfer.
- C. A request by an employee to be transferred will be granted at the discretion of the Employer. In all cases, the needs of the Employer (personnel requirements, availability of work, skill requirements, etc.) will determine if such a request is granted. The needs of the Employer in all instances shall take priority over the wishes of the employee in such matters.

Original Adoption Date:_____ Revision Date:_____

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

SELECTION PROCESS AND RECORDKEEPING

SECTION 2.6

PAGE 1 OF 1

- A. Each appointing authority is, of course, ultimately responsible for the hiring of new employees for their office. The County Commissioners' Office shall be available, however, to assist County appointing authorities with the selection of qualified personnel. The role of the Office may include, but not necessarily be limited to, maintaining applicant files, referring qualified applicants to appointing authorities, conducting reference checks on applicants, and recommending applicants for hiring purposes to appointing authorities. The Office shall also be available to assist appointing authorities through the promotional process in order to help ensure that appointing authorities adhere to all promotional policies and, if applicable, all relevant articles and sections of any labor agreement.

- B. Each appointing authority is also responsible for maintaining records to reflect the disposition of all job applicants. Such records shall be kept on file for at least a three (3) year time period, except documents verifying the applicant's identity and employment eligibility, which shall be kept on file in accordance with the provisions outlined in Section 2.6 (B). Documents which must be included (as applicable) are a completed job application form, reference check records, medical examination data, performance test scores and/or other job-related screening information.

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