

**SECTION 3  
EMPLOYMENT**

**I. FULL TIME AND/OR PART TIME REGULARLY SCHEDULED EMPLOYEES**

**A. POLICY STATEMENT:** It is the Policy of Hubbard County to practice equal opportunity employment in the recruitment and selection of candidates for position openings. Hubbard County does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation or handicapped status in employment or the provision of services. The following statement shall appear on all position vacancy notices and advertisements: "Hubbard County is an EOE." ***THE COORDINATOR MUST BE INVOLVED IN ANY AND ALL HIRING, DISCIPLINARY, AND TERMINATION PROCEEDINGS.***

**B. AUTHORIZATION BY THE COUNTY BOARD:** All position openings in all departments, except elected positions, shall be subject to review and approval by the County Board.

1. When a department has a full time or part time position opening to be filled, the department manager or the Coordinator shall get Board approval in order to fill the position.
2. If there are changes requested to a vacant position, or creation of a new position, the Department Manager must seek Board approval prior to the classification committee rating the position.
3. If there are changes in a present position refer to Section 6.
  - a. The effective date of compensation shall be the date the position is filled, following the Board's acceptance of the classification committee point recommendation (for existing filled positions, see Section 6 – Position Descriptions & Point Reviews).

**C. RECRUITMENT**

1. A "position vacancy" form shall be drafted by the Coordinator's Office and reviewed by the department manager. The Coordinator's Office shall post all position openings. No position shall be awarded outside of the procedure described in this policy.
  - a. The Coordinator's Office shall be responsible for posting a copy of the "position vacancy" form on the county website a minimum of ten (10) calendar days (at the discretion of the department manager, see 2 below); the bulletin board located at the east entrance of the Hubbard County Government Center (employee entrance); the Heritage Living Center; the Hubbard County Public Works Department; the North and South Transfer Stations; the Law Enforcement Center; and the Social Services Department. The position vacancy form shall remain posted until the vacancy closing date listed on the notice.
  - b. Development of an approved ranking criteria for all applications accepted shall be completed by the hiring department manager prior to the closing date listed on the "position vacancy" and reviewed by the Coordinator's Office (examples can be provided by the Coordinator's Office to assist department managers).
  - c. Establishment of the minimum qualification per the developed ranking criteria and the number of applicants to be interviewed shall be established by the hiring department manager and provided to the Coordinator's Office prior to the closing date listed on the "position vacancy".
  - d. Development of the interview questions and any testing to be completed during the interview process shall be provided to and reviewed by the Coordinator's Office prior to the closing date listed on the "position vacancy".
2. At the discretion of the department manager and/or Coordinator, the position opening may be posted on the county website for a minimum of ten (10) calendar days or advertised in the county legal newspaper and other acceptable recruitment methods.
  - a. Application forms shall be available from the Coordinator's Office or on the county website ([www.co.hubbard.mn.us](http://www.co.hubbard.mn.us)).
  - b. The Coordinator's Office shall maintain all completed applications for one (1) year.
  - c. The Coordinator's Office shall forward copies of the appropriate applications to the department manager for review.
  - d. In the event a position is vacated within the initial probationary period the Department Manager shall at a minimum post the vacated position internally (see C.1.a.) and may consider the original

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applications received for that position prior to further advertising. (See Section 4 for Probationary Period)

### D. SELECTION

1. The department manager and Coordinator shall be responsible for coordinating the screening of applicants and selecting the best qualified candidate that matches the requirements of the position.
2. Acceptable selection methods may include personal interviews, verification of educational background and employment records, validated testing and physical examinations and completion of a criminal background check.
  - a. All selection methods shall measure only the criteria required to perform the duties outlined by the job description and criteria and methods must be applied consistently to all candidates.
  - b. The county will make reasonable accommodations to those applicants who request it per the Americans with Disabilities Act (ADA).
3. Prior to making the final selection, the method of selection must be reviewed and approved by the Coordinator.

### E. NOTIFICATION OF CANDIDATES

1. The Coordinators Department shall be responsible for coordination of the notification of all candidates who were not selected within (10) working days after the position is filled.
2. The Coordinators Department shall be responsible for the coordination of providing the candidate selected to fill the position, with a written confirmation of the selection.
  - a. The notification shall include the job title, starting salary, list of benefits, starting date and time and date and location to report upon acceptance of the position. A copy of the notification shall be filed in the employee's personnel file.
3. The Coordinators Department and the hiring department shall complete an employee orientation with each new employee.
4. All new employees will be advised of the "Employees Right to Know" Laws and of the county's AWAIR program.

## II SEASONAL, TEMPORARY AND ON-CALL POSITION POLICY

The rate of compensation for Seasonal, Temporary or On-Call positions shall be one of the following:

- ◆ 80 percent of Step 1 of the position being filled;
- ◆ a past county employee, may be compensated at 80 percent of the last wage earned while employed; or
- ◆ a salary range of \$9.00 minimum to \$13.00 maximum, effective 08/01/15 with the minimum wage increased to \$9.50/hour, effective 08/01/16.
- ◆ The starting wage is to be determined by the Department Manager and Coordinator at an appropriate rate for those employees who have experience in a similar position or the same as an existing county position. Exception to the above established rate of pay schedule shall require Board approval depending upon skills, knowledge and abilities necessary to accomplish the essential job functions of the work required. When a department manager has a need for a seasonal, temporary or on-call position, the department manager or the Coordinator shall get Board approval in order to fill the position.

**A. TEMPORARY POSITION:** A position which is either limited by the duration of the work, limited by duration of funding, is an intern or a student and will not receive benefits except for Holiday pay.

**B. SEASONAL POSITION:** A position which is seasonal in nature based on the duties of the position and does not exceed a continuous six (6) months in a calendar year and will not receive benefits except for Holiday pay.

**Notice:** Employees and prospective employees are at will employees and should be advised that the policies expressed herein do not create any rights of employment, nor do the policies constitute a contract of employment between the County and employee or officers thereof. This policy is not to be deemed as a contract between any employee or prospective employee and the County, and can be amended or eliminated at any time, without notice, at the discretion of the County Board.

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**C. ON-CALL POSITION:** A position that works on an intermittent basis throughout the year. An on-call position is not regularly scheduled or guaranteed hours. This position is not eligible for benefits.

1. **TERMS OF POSITIONS**

- a. Seasonal, Temporary and On-call position employees are expected to comply with all policies and procedures and meet the same job performance expectations as regularly scheduled employees.
- b. Compensation of a seasonal, temporary and on-call employee will be the responsibility of the department in which the work is performed.
- c. Employees serving in an on-call capacity shall reserve the ability to refuse work if their schedule prevents. On-call employees who are continuously unavailable over a six month period, voluntarily terminate their employment. If they are available to work again, they may apply and be re-hired, at the discretion of the employer.

2. **PROCEDURE**

- a. A "pool" of on-call employees who are available to work on an intermittent basis and meet minimum qualifications may be maintained by respective departments.
- b. Utilization of an on-call employee must be authorized by the County Board.
- c. Training specific to the department requesting a temporary, seasonal and/or on-call employee will be the responsibility of the manager in need of assistance.

3. **EXTENSION OF TEMPORARY, SEASONAL OR ON-CALL EMPLOYMENT:** A department manager may request an extension of employment of a temporary employee provided the temporary employee was hired to fill a regular employee's position, who has been granted a leave of absence and has asked for an extension of leave of absence.

- a. A department manager may also request an additional 10% compensation for a temporary employee who is asked to extend temporary employment.

In the event the need for a seasonal employee increases to the need for a regular part time or full time position, there is no need to post the increased position but prior board authorization is required for the increase.

In the event the need for an on-call employee increases to the need for a temporary employee, there is no need to post the temporary position but prior board authorization is required for the increase to temporary status.

**D. TEMPORARY INTER-DEPARTMENT JOB REASSIGNMENT:** A temporary position being filled within or between departments shall be compensated with a 10% increase of the employee's present salary provided newly assigned temporary position is at a higher classification and exceeds 20 working days in duration.

1. Temporary inter-department job reassignments may be allowed when employee is reassigned for a sick/medical leave of more than 20 working days.

**E. PROCEDURE IN THE EVENT OF EXTENDED EMPLOYMENT:** In the event a temporary or seasonal employee moves directly into a full time position or part-time position that qualifies for pro-rated benefits, the employee's temporary or seasonal employee hours will count toward completion of 2080 hours required for first step increase. Benefit accrual or pro-rated accrual shall commence upon date of qualifying employment. Hire date will be date that continuous service with Hubbard County commenced in a regularly scheduled position.

### **III PERA PHASED RETIREMENT OPTION (PRO) Program**

**A. TERMS OF POSITION**

1. Per legislative action effective 05/23/09, a PRO program is available to members of the Coordinated and Basic plans.
2. Member must be 62 years of age or older.

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