

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

4.	PERSONNEL ACTIONS
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To allow discussion relating to the character, professional competence and/or physical and mental health of those individuals affected by Personnel Action Forms. To ensure accuracy and transparency, all Personnel Action Forms shall be presented to the County Commission in a closed meeting and then subsequently approved by the County Commission in an open meeting.

4-1. Announcement of Position

Elected officials and department heads will notify Human Resources for the posting of notice of an open position within the various County departments to be posted at least ten (10) days. Qualified county employees may be given consideration for vacant positions.

All positions shall be posted by the Human Resources office.

Announcements may also be distributed to the general public if necessary, to the extent required by law.

4-2. Veteran's Preference

As defined under Section 71-10-1 U.C.A. 1953 as amended, a veteran is:

- a. An individual who has served on active duty in the armed forces for more than 180 consecutive days or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; or
- b. An individual who incurred an actual service-related injury or disability whether or not that person completed 180 days of active duty.

In order to be eligible for veteran's preference, an individual must be:

- a. An individual who has served on active duty in the armed forces for more than 180 consecutive days or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions;
- b. A disabled veteran with any percentage of disability;
- c. The unmarried widow or widower of a veteran;
- d. A purple heart recipient; or
- e. A retired member of the armed forces who retired below the rank of major or its equivalent.

In accordance with Section 71-10-2 U.C.A. 1953 as amended, the Human Resource Director shall add to the score of a preference eligible who receives a passing score on an examination, or any rating or ranking mechanism used in selecting an individual for any career-service position with the county:

- a. Five percent of the total possible score, if individual is a veteran;
- b. Ten percent of the total possible score, if individual is a disabled veteran or purple heart recipient; or
- c. In the case of a preference eligible spouse, widow or widower, the same percentage the qualifying veteran is, or would have been, entitled to.
- d. A preference eligible applicant who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position.

4-3. Selection

The selection for any position will be made by the Elected Official or Department Head in conjunction with the Human Resources Director based on:

1. Qualifications;
2. Personal interviews, including second interviews as needed; and
3. Reference checks;

The County Commission will give final approval to all new hires, transfers, or promotions. All job offers are contingent upon the candidate successfully completing a Drug Screen, and, in positions where required, specifically those outlines in Utah Code 53-10-108(2) and other laws as applicable, a background check.

Appointments to any position in any class shall normally be made at the minimum rate of the appropriate salary range. The County Commission may authorize appointment at a higher rate if:

- a. A qualified individual cannot be recruited for the position at the beginning rate; or
- b. The qualifications of the individual selected for the position are substantially higher than the minimum requirements, and the individual can be expected to perform at a level equal to that of other employees being paid at the same rate.

New employees shall report to the Human Resources Office to complete the necessary administrative forms; and to receive a brief orientation.

4-4. Promotions

Box Elder County's policy is to fill job openings with people from within the organization for the best interest of the County whenever possible. The County will make the fullest use of its human resources without discrimination when promotional opportunities occur.

The County promotes from within and transfers qualified employees to job openings whenever possible. All employees have an opportunity to be promoted or transferred if they meet the qualifications for the position and have been determined to be the best candidate.

Grades are based on job description, responsibilities, and specific training required. When an employee is promoted to a higher grade, the step shall be determined as follows by the Elected Official or Department Head, and the Human Resources Director, with final approval by the Commission.

Sheriff's Office Promotion procedures can be found in Section 3.

4-5. Reassignment/Transfers/Demotions

When an employee is reassigned to different duties, incumbents whose salaries are above the starting rate for the position will have their salaries frozen until their eligibility for step increase occurs.

When an employee is transferred or demoted to another position within the same department or another department, the new rate of pay will be based upon the grade for the new job and not upon the previous grade of the employee.

An interview with Human Resources will be conducted upon reassignments, transfers and demotions to provide management insight on what could have been done to prevent these actions.

4-6. Resignation

Employees who plan to resign from Box Elder County should notify their supervisor or Elected Official/Department Head as soon as possible so that final records can be processed and arrangements for replacement can be made.

All resignations shall be accepted when received by a supervisor or Elected Official/Department Head. After an oral or written resignation is received and the individual requests to withdraw the resignation, it shall be subject to Elected Official/Department Head's discretion.

A minimum of two weeks' notice of intended resignation is required of all employees. An exit interview will be required by the County for purposes of determining eligibility for rehire, etc. The exit interview will be conducted by Human Resources.

4-7. End of Employment

Employees who leave the service of the County will receive all pay which may be due them when the next payroll is processed subject to the following conditions:

- a. Employees owing money, property, or material to the County at the time of separation shall have their final pay applied against the account of

whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.

- b. Any accrual of vested benefits of a deceased employee shall be paid to his/her surviving spouse, the estate's executor or legally appointed personal representative.