

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

4.	PERSONNEL ACTIONS
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All Personnel Action Forms shall be submitted to the Commission by the Personnel Office for final approval.

4-1. Announcement of Position

Qualified county employees will be given consideration for promotion into vacant positions whenever possible. Elected officials and department heads will notify personnel management in written form with a Personnel Requisition and Analysis for the posting of notice of an open position within the various County departments to be posted at least ten (10) days prior to closing.

All positions shall be posted by the Office of Personnel Management.

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

4-2. Selection

The selection for any position will be made by the elected official or department head/manager in conjunction with the personnel director by personal interviews, background check if necessary, with the Commission giving final approval to all new hires, transfers, or promotions. All job offers are contingent upon employee successfully completing a Drug Screen.

It is understood that the position of Chief Deputy is an appointed position at the discretion of the elected official, and changes can occur with or without cause. Individuals appointed to serve as Chief Deputies shall serve at the pleasure of the Elected Official.

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 Office of Personnel Management to complete the necessary administrative forms; and to receive a brief orientation.

4-3. 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. Qualified minority groups, disabled individuals, and female employees will have equal opportunity on the same basis as other employees.

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.

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 personnel director, with final approval by the Commission:

4-4. Reassignment/Transfers/Demotions

When an employee is reassigned from one position in a class to another position within the same class, their rate of pay shall remain unchanged.

When an employee is reassigned to different duties, incumbents whose salaries are above the starting rate for the position will have their salaries red lined 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.

4-5. 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 the personnel director.