

Vacancy and New Position Review Policy

Goal Statement:

It shall be the goal of the Vacancy Review Committee to attempt to manage Polk County personnel-related costs of by eliminating positions through attrition where possible. The committee will further have a goal of determining which positions will remain vacant for an extended period where possible, reducing the County's work force through attrition while recognizing that some positions may need to be filled more expeditiously than others. The committee will be established to review vacancies, reclassification issues and new positions that are proposed to be filled by the various departments of Polk County. The Vacancy and New Position Review Committee will be composed of two members of the Polk County Board of Supervisors, the County Administrator and staffed as necessary. . To that end, the following guidelines shall govern the hiring process:

1. If a department under the direction of the Board of Supervisors desires to immediately fill a vacancy a Vacancy Review form must accompany the termination Personal Action Form (PAF). A proposed PAF should also be created for any requested new position, along with any documentation explaining the need for the new position and /or job description information.
2. An Elected Official wishing to fill a vacancy shall complete the process outlined in items 1, 3 and 4 and will be scheduled to present their appeal directly to the Vacancy Review Committee for consideration.
3. A current Position Classification Questionnaire (PCQ) will also be required if it is anticipated the vacant position is to be redesigned, reallocated or if a new position is being created.
4. The Vacancy Review Form and/or the Position Classification Questionnaire shall be submitted to the Human Resources Department for review. The Human Resources Director, and designated human resources staff will review documents and provide recommendations to the County Administrator.
 - A. When the position became vacant;
 - B. If Human Resources recommends the position should be filled or eliminated;
 - C. If Human Resources recommends the position could be left open for a designated period of time;
 - D. If the department is in agreement with Human Resources;
 - E. Recommendation of when the committee should meet to review the position.
5. Upon recommendation from the Human Resources Department or if a department wishes to appeal a decision of the Human Resources Department, the information will be forwarded to the County Administrator for approval or denial. Denied requests by the County Administrator may be appealed to the Vacancy Review Committee. The Vacancy Review Committee shall

review request(s) and any supporting materials to fill vacancies, modify existing vacancies and/or to create new positions.

6. The department head or his/her designee of the department requesting a review will be given an opportunity to discuss with the Vacancy Review committee any request to fill a vacancy and/or reasoning for a position to be redesigned, reallocated, or created.
7. The Vacancy Review Committee will meet on an —as neededll basis at the direction of the Committee Chair.
8. This policy applies to the following:
 - All regular full and part-time positions currently vacant but desired to be filled.
 - All side-by-side positions regardless of 24/7 operations.
 - All creation of new positions or additional positions within the organization.
 - All on-call positions that would be an addition to the organization.
 - All temporary positions that would be an addition to the organization.
9. This policy does not apply to the following:
 - Positions within the elected offices of the County except that they may, if they so choose, proceed directly to the Vacancy Review Committee without review by Human Resources or the County Administrator.
 - Temporary positions which are existing within the department/office and not newly created or additional to the existing table of organization.
 - On-call positions which are existing and not newly created
10. For the purposes of clarification the following definitions shall be utilized:
 - A. **Regular Full-time employee** –_A Regular Full-time employee is an employee that is regularly scheduled to work 40 hours per week.
 - B. **Regular Part-time employee** –_A Regular Part-time employee is an employee that is regularly scheduled to work less than 40 hours in a week. Regular part- time employees are broken into two categories.
 - I. Employees working twenty four (24) hours per week or more (but less than 40) are allowed pro-rata benefits and insurance(s) as allowed by regular full-time employees. Such employees are also allowed step movement within their respective pay range and allowed across the board increases.
 - II. Regular part-time employees working less than twenty four (24) hours per week are not allowed pro-rata benefits but are allowed to purchase insurance(s), other than life, at the Employer group rate. Part-time

employees working less than twenty four (24) hours per week are not allowed step movement and are hired at the entry step of the pay range for their respective position. These employees are granted across the board increases when such increases occur.

- C. **On-Call employees** – An On-Call employee is an employee hired to fill in for a Regular Full-time or Regular Part-time employee when the regular employee is not available to fill their position, such as an employee who is out for an extended leave. On-Call employees may also be utilized as extra help during short periods of time (not longer than four (4) months). On-Call employees do not receive any benefits and are not allowed to purchase insurance(s). These employees are sometimes referred to as —pool employees as a department/office may have several employees to choose from to fill in for vacancies as needed. On-Call employees are placed in a pay grade at the entry rate and receive across the board increases so as to maintain the entry rate.
- D. **Temporary employees (Seasonal)** – Temporary employees are employees that work a limited duration occurring outside of the summer program. The duration is typically less than four (4) months). If the temporary position reoccurs from year to year it would be given an across the board increase. Occasionally a temporary position is created to perform a unique function that would not be ongoing with the county. This type of function is commonly contracted but can also be handled in this manner.
- E. **Summer employees** – Employees assigned to summer job classifications are not assigned to a grade and receive a set hourly rate. These employees are not eligible for across the board increases. The Human Resources Department reviews the rates annually and submits requests for wage adjustments as deemed appropriate.

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