

CHAPTER 46
COUNTY HIRING AND EMPLOYMENT

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- 46.01 FAIR EMPLOYMENT AND EQUAL OPPORTUNITY STANDARDS. It is the policy of Sheboygan County to recruit and select the most qualified persons for positions in the County. In accordance with state law and the guidelines for the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in an affirmative manner to ensure open competition and to provide equal employment opportunity to qualified individuals regardless of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, arrest record, conviction record (except as permitted by statute), membership in the National Guard, state defense force, or any other reserve component of the military force of the United States or this State, or use or non-use of lawful products off the employer's premises during non-working hours, except as otherwise provided.
- 46.02 FILLING POSITION VACANCIES. When a vacancy exists or is anticipated, the Department Head must complete a Vacant Position Request ("VPR") before the position may be filled. The VPR shall be in a format developed by the Human Resources Department and shall include: (a) the program or programs that are served by the position including any priority attributed to such programs, (b) the likely costs associated with filling the position including the extent to which such costs are included in the current year's expense budget; and (c) the projected impact of keeping the position vacant either temporarily or permanently including the possible effect on revenues as well as the effects on County services that may result.
- 46.03 APPROVALS. If the Department Head determines that the position should be filled, he or she shall submit the VPR to the Liaison Committee. If the Liaison Committee approves filling the position, it shall be submitted to the Human Resources Committee. The Human Resources Department. Non-exempt positions require Liaison Committee approval, while exempt positions also require Human Resources Committee approval. The Human Resources Committee may grant "blanket" approvals to particular positions or classifications for particular periods of time, and if it does so, approval shall be considered granted with respect to vacancies falling within the terms of such blanket approvals without requiring further action by the Committee.
- 46.04 LIMITED-TERM EMPLOYEES. Department Heads may hire limited-term employees ("LTEs") on an emergency basis for a period of time not to exceed three (3) weeks unless otherwise directed by their Liaison Committee. A Department Head who wishes to hire an LTE for a period of time greater than three (3) weeks must submit a VPR to the Liaison Committee and to the Human Resources Committee for approval before hiring. No LTE will be hired for a period of time exceeding twelve (12) consecutive months.
- 46.05 FILLING VACANT POSITIONS WITHOUT CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position and the position was funded in the Department's annual budget, and the Department Head does not wish to retitle, reclassify, or otherwise change the position as it exists on the Table of Organization, the Department Head, with the approval of the Liaison Committee, is empowered to do so, provided the Department Head completes such reports to the Human Resources Department as may be required by the Human Resources Committee and developed by the Human Resources Department. The reports shall include:
- ✓ confirmation that the position is funded in the current year's Departmental expense budget;
 - ✓ the Department Head's receipt of the rationale for filling the position rather than keeping the position vacant either temporarily or permanently;

- ✓ the Department Head's receipt of the rationale for filling the position rather than reassigning staff, autonomy, or utilizing limited term employees, or other options;
- ✓ a copy of the Liaison Committee minutes reflecting approval of refilling the position.

46.06 FILLING VACANT POSITIONS WITH CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position in circumstances where the position was not funded in the Department's current budget, or the Department Head wishes to retitle, reclassify, or otherwise change the position, the Department Head shall seek a change to the Table of Organization under the provisions of Chapter 40 of this Code.

History: Ord. 1(2004/05); Ord. 21 (2010/11); Ord 9 (2013/14); Ord. 4 (2018/19);