

**Richland County Finance & Personnel Committee
Agenda Item Cover**

Agenda Item Name: Employee Handbook Amendments Regarding Internal Promotions

Department	Administration	Presented By:	Administrator
Date of Meeting:	01 Sep 2020	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure (N)
Date submitted:	27 Aug 2020	Referred by:	County Administrator

Recommendation and/or action language:

Motion to recommend County Board resolution amending the County Handbook of Personnel Policies and Work Rules (page 20 – 21) to allow vacancies to be filled by promotion, transfer, demotion, or new hire when determined to be appropriate by the Department Head or the County Administrator,

Background: There is currently no mechanism to transfer or promote staff.

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

1. Hiring for Long-Term Vacancies (90 days or longer): Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:

- a. The Department Head shall immediately notify the supervising committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk shall perform the hiring steps which the Department Head would otherwise do.

When management determines that a vacancy or new position shall be filled, position vacancies may be filled by promotion, transfer, demotion, or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion, transfer or demotion.

- b. In the event that it is necessary to recruit outside applicants, the County Clerk or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Clerk or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, the salary range and where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.

Richland County Finance & Personnel Committee
Agenda Item Cover

Attachments and References:

--	--

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Department Head

Review:



Administrator, or Elected Office (if applicable)