

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Amendment to Administrative and Employee Handbook Changes - Hiring Process to Fill Vacancies

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator Langreck
<b>Date of Meeting:</b>	05 Jan 2021	<b>Action Needed:</b>	Vote / Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Employee Handbook
<b>Date submitted:</b>	28 Dec 2020	<b>Referred by:</b>	

#### Recommendation and/or action language:

Motion to... 1) recommend amendment to the Richland County Handbook of Personnel Policies and Work Rules and the Richland County Administrative Manual regrading internal promotions;

and, 2) remove current redundant language from the Employee Handbook, giving reference to the Administrative Manual.

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#### Background: *(preferred one page or less with focus on options and decision points)*

A recent request from Health and Human Services creation of a Supervisor in Child and Youth Services Unit was tabled until the county can adopt policy and procedure language regarding a formal internal promotion and hiring process. In response to this guidance the following language is proposed for committee's review and recommended resolution to the County Board.

[1<sup>st</sup> section added]

Richland County hiring policy is intended to promote a well-qualified and diverse workforce that represents both the experience offered by organizational longevity and innovativeness gained through influx.

It shall be policy to promote career advancement opportunities from within departments, while filling positions with qualified employees, best suited for the position and whom bring diverse work-place experiences to the County.

When the County determines that a vacancy or new position shall be filled, position vacancies may be filled by the department head by promotion, transfer, demotion from within the department; or new hire from public posting. Department head positions shall be filled by the county administrator or committee, commission or board, or electorate as defined through Wisconsin Statute and County Board Resolution.

It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion, transfer or demotion from within the Department.

[2<sup>nd</sup> section added]

...2. The Department Head may fill the position by promotion, transfer, demotion from within the department without public posting or external candidate consideration. When considering to fill the vacancy internally, if the department has a pool (more than one) of candidates whom meet the minimum credentials and qualifications for the position, the Department Head must internally post the vacancy within the department for at least one week. When multiple, internal candidates apply, the Department Head shall evaluate through a competitive process and may offer to the best suited candidate. Until the

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position is filled, the Department Head has the discretion to post the vacancy publically at any time, as there is no entitlement to internal promotion for county positions.

Amended language of the Administrative Manual, pages 3-4.

Amended language of the Employee Handbook, pages 21-22

#### Attachments and References:

Administrative Manual with proposed markups	Employee Handbook with proposed markups
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#### Financial Review:

(please check one)

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

*(summary of current and future impacts)*

No foreseen Financial Impacts

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#### Approval:

#### Review:

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)