

V-1 RECRUITMENT PROCESS

Applicants seeking consideration for additional vacancies in a classification for which they have already applied must submit a new application to the new requisition for the vacant position once it is posted on the County's website. Human Resources shall be responsible for the establishment and maintenance of the recruitment process for all classifications.

V-2 REMOVAL OF NAMES FROM A RECRUITMENT PROCESS

A. The Director of Human Resources may remove the name of an eligible applicant from a recruitment process at any time for any of the following reasons:

1. Any of the reasons specified in Rule IV-2 C;
2. When the eligible applicant cannot be located despite reasonable efforts by the Sheriff or Human Resources;
3. Receipt by Human Resources or the Sheriff of any written communication from the eligible applicant that consideration for a position in the classification is no longer desired, or that the eligible applicant is no longer available for appointment;
4. Refusal or rejection by the eligible applicant of an offer of appointment;
5. Failure to respond to a reinstatement notice and/or refusal to accept reinstatement;
6. The cancellation of a recruitment process.

B. When an eligible applicant is removed from a recruitment process, the eligible applicant affected shall be notified.

V-3 REINSTATEMENT

A. An employee who is laid off from a County-funded position may apply for reinstatement within thirty (30) calendar days after the effective date of the layoff by completing a candidate profile in the County's applicant tracking system and notifying his/her assigned HR Analyst via phone, email or in person of the desire to participate in a specific recruitment process. The employee shall be included in the recruitment process and identified/certified for the classification from which laid off for one (1) year from the effective date of the layoff.

- V-3 B. It shall be the laid-off employee's responsibility to verify with the Human Resources Department his/her current address and phone number, and to notify the Human Resources Department of any changes of address or phone number by updating his/her candidate profile in the County's applicant tracking system.

V-4 INTERNAL RECRUITMENT PROCESS

- A. An employee who is laid off may apply for reemployment within thirty (30) calendar days after the effective date of the layoff by completing a candidate profile in the County's applicant tracking system and notifying his/her assigned HR Analyst via phone, email or in person of the desire to participate in a specific recruitment process. The employee shall be included in recruitment processes for classifications for which identified/certified for one (1) year from the effective date of the layoff.
- B. Any permanent status employee who resigned in good standing in accordance with these Rules shall be entitled, upon written request within one (1) year, to participate in an internal recruitment process for rehire for a period of one (1) year from the date of separation. Former employees, eligible for rehire, may be ranked by Human Resources in accordance with the procedure used to rank eligible applicants for internal recruitment processes.