

## **POLICY 203**

### **RECRUITMENT AND SELECTION**

**Effective 05-01-2021, Resolution No. 014-21**

Johnson County Government values a diverse work force and prohibits unlawful discrimination in all aspects of employment including recruitment and selection of employees. It is the policy of the Johnson County Government to recruit, employ, and promote individuals on the basis of their qualifications and ability to perform the duties of the position to be filled. Johnson County will utilize recruitment practices that demonstrate the value of and enhance opportunities for diversity. The County seeks to employ the most qualified possible workforce without regard to race, color, national origin, ancestry, religion (or lack of religion), creed, sex or gender, sexual orientation, gender identity or expression, pregnancy, age, disability, genetic information, military service or veteran status, citizenship (except as required by law), political affiliation or belief (except as provided by law), or any other status or characteristic protected by law.

The County will comply with all laws regarding the employment of veterans and will take affirmative action as required by law to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era, and qualified disabled individuals. The County will also take affirmative action as required by law to employ and advance in employment qualified individuals without regard to race, sex, religion, age, genetic information, or national origin or ancestry.

The County Manager will develop Human Resources procedures to ensure that Johnson County's recruitment and selection of employees is consistent with this policy and all applicable laws.

#### **Hiring from Within**

The County encourages promoting and hiring from within, but may recruit externally when it is considered to be in the County's best interest. Generally, positions will be filled on a competitive basis, but the County reserves the right to place employees in certain positions on a non-competitive basis when doing so is in its best interest. Positions other than interim assignments may be filled only with individuals who possess all of the minimum qualifications for the position.

#### **Recruiting Incentives**

In filling County executive positions, department/agency/office leader positions, and positions that are mission-critical, difficult to fill, that require specialized training, or that require an incentive to be market competitive, the County Manager may approve one or more of the following recruiting incentives:

- Vacation accrual up to the rate accrued by employees with 11 years of service with the County (may be offered prior to acceptance or within the first year in the position).
- Sign-on bonuses up to 10% of the employee's base pay.
- Payment or reimbursement of interviewing and/or relocation expenses including up to four months of temporary lodging or housing.

All recruiting incentives and the terms thereof must be documented in writing. No such incentive, term, or writing creates any relationship other than one of employment at will or alters an at-will employment relationship between the employee and the County.

The County Manager may also develop Human Resources Procedures authorizing referral bonuses to employees who refer candidates for difficult to fill positions.