

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EMPLOYMENT

POLICY NO.	2.3	EFFECTIVE:	01/02/2024
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- A. Each Constitutional Officer agreeing to utilize this section of the policy has the authority to advertise and hire positions in his or her department provided funding has been approved, subject to these policies or Section 15.2-1604 of the Virginia Code, as amended. If following section 15.2-1604, they shall certify their conformity with the law prior to the position being placed on the payroll.
- B. The Board of Supervisors makes appointments for all other positions covered by these policies; however, the Board hereby delegates this authority and responsibility to the County Administrator for all positions other than as required by law. The County Administrator, accordingly, may delegate hiring authority to Department heads for available positions within their respective departments.
- C. Authorization from the County Administrator, or his/her designee, is required prior to initiating any recruitment or appointment, except for any positions exempted pursuant to Section 1.6 herein. The Administrator is responsible to ensure that funding is available for any vacancy prior to authorizing the recruitment.
- D. Procedures may be modified by the County Administrator when deemed necessary to best serve the interests of the County.
- E. All records relating to employment, recruitment, or appointment, will be maintained in one central file location as designated by the County Administrator and maintained in conformance with the Code of Virginia and regulations of the Virginia State Library.
- F. Employment Notice
 - 1. The County Administrator or his designee shall determine the advertising requirements necessary to attract qualified applicants to fill each vacancy. The County Administrator shall maintain an advertising distribution list, which shall be used to maximize the application pool.
 - 2. When it is determined by the County Administrator that a sufficient number of qualified applicants are currently on file from which to select, advertisement of a position vacancy is not required.
- G. Employment Applications

1. Persons seeking to apply for employment with the County shall be referred to the County Administrator or his designee, except for any positions exempted by Section 1.6 herein.
2. The County relies upon the completeness and accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the selection process and during County employment. Therefore, applicants and employees are hereby notified:
 - a. All employment information shall be current, accurate and complete.
 - b. Any misrepresentations, falsifications or material omissions on the County application or any submitted resumes may result in the County's exclusion of the individual from further consideration for employment.

H. Recruitment and Selection

1. The County Administrator or his designee has the primary responsibility for recruitment. All selection methods shall be approved in advance by the County Administrator.
2. Employees in positions which require on-call status or being "generally available" must be able to report to work within 30 minutes of being requested. Failure to do so without a valid (as determined by the County) reason will result in discipline or dismissal.
3. In determining qualified applicants, the County may use, but shall not be limited to, any one or a combination of the following selection methods in the pre- and post-employment processes: evaluation of training and experience, written and skills tests, performance tests, psychological assessments, driving record, reference and background checks, post-offer medical examinations and drug tests, as well as the applicant's ability to meet the physical standards for the position.
4. Prior to finalizing employment arrangements, all offers of employment are contingent upon the selected candidate submitting to a pre-employment drug and alcohol screening. This analysis shall be conducted in accordance with established clinical procedures. A candidate who tests positive for drugs and/or alcohol will not be hired. In such an instance, the candidate will not be considered for any other County position for one (1) year from the date of the positive test.
5. An applicant who refuses to participate in any phase of the selection process shall be considered withdrawn from the recruitment and shall not be eligible for further consideration.

6. After department representatives have completed final interviews and given full consideration to the group of qualified candidates, the Department head shall submit a written recommendation for a selection to the County Administrator.
7. In all cases, the offer of employment and discussion of beginning salary, benefits and starting date shall be approved by the County Administrator.
8. Upon completion of the hiring process, all applications, resumes and any related test materials shall be returned to and maintained by the County Administrator's office.

I. Consistent with the requirements of Va. Code 15.2-1509 a veteran 's military service shall be taken into consideration by the County during the selection process, provided that such veteran otherwise meets all of the knowledge, skill and ability requirements for the available position.

J. Emergency Hiring

There may arise occasions where circumstances necessitate the hiring of personnel outside of the normal procedures for filling vacancies. Authority to hire on an emergency basis, and any commitments on offering the job, beginning salary and starting date, must be approved in advance by the County Administrator. If the position is a Department head position, then the emergency hiring process must be approved in advance by the Board of Supervisors.

K. Part-Time Temporary Positions

A Department head with sufficient funding in his budget may hire employees on a temporary or hourly basis for part-time or seasonal positions. Once employed such employees may remain on the payroll until such time as the seasonal assignment is concluded or the agency no longer desires their services, subject to the limitations found in the definition above.

L. Joint Employees

1. The County Administrator may arrange with another locality for the joint employment of any person.
2. Every joint employee shall exercise in each locality all of the powers and duties imposed on such person by law or by contract.
3. For purposes of salary, retirement and other employee benefits, public liability insurance and bonds, a joint employee shall be considered the employee of one locality.

4. The share of the costs of salary, retirement and other employee benefits and expenses for a joint employee shall be paid to the primary employing locality by the other locality, in the manner and amount agreed upon.
5. Joint employment may be pursuant to a written agreement outlining all details contained herein and executed as between and among the employing localities, containing such terms and conditions as agreed upon.